

Creating Project Action-Plans

Questions to consider before putting together your Project Action Plans:

1. What do you want to do?
2. Why? From where does the project emerge?
3. Who are the potential stakeholders?
4. Are your ideas realistic given your current assets and capacities? If no, what would be?
5. What and who do you need for the project to happen?
6. How will the project benefit the writing center and your home institution?
7. How will you measure/evaluate for administrators/funders?

Considering these questions, determine the project objectives from your perspective (no more than five):

- 1.
- 2.
- 3.
- 4.
- 5.

Break down each objective into relevant tasks and considerations

Task (Action)	
Purpose of Task (Obj.)	
Responsible Person(s)	
Strategies/Methods	
Timeframe/Deadline	
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