

## Activity Planning

When planning your project it's important that you plan out what activities and actions need to be carried out **BEFORE**, **DURING** and **AFTER** the project or event. As well as identifying what activities there will be as part of the project, it's important that you think about what actions need to be taken before the project activity even takes place.



For example you may decide that you want to run a tea party for local elderly people to help tackle loneliness amongst that age group. As well as deciding what activities will take place during the party e.g. board games, karaoke! You will need to think about the various steps you need to take to ensure the project is a success!

Below are some examples of the steps you may take at different stages of the project.

Before	During	After
Purchase tea and refreshments	Set up tables and chairs	Clear up
Research and book a venue	Take photographs	Evaluate (reflect on what went well and what could have been improved or done differently)
Advertise (e.g. produce leaflets) Talk to local residential care homes for the elderly	Decorate room	Pay any outstanding invoices
Purchase board games	Serve tea and refreshments	
Arrange transport for attendees	Welcome attendees	
Purchase decorations	Coordinate games	
Delegate roles		

Once you have decided what needs to be done the next step is to decide who in your group is going to take responsibility for each activity and action. Remember to think about your individual skills and how each member of the team can contribute to the success of the project.