

Name: _____

Successful Project Planning: Ideas for StuCo Project Implementation

Assignment: You will be creating a new project idea for Student Council. After you prepare your project idea, you will organize a presentation of this project idea for the LSW Administrative Leadership Team.

Project parameters:

- This needs to be a brand new project idea
 - It needs to be proposed for implementation on the calendar sometime before December.
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Detailed description of project idea:

Proposed date (at minimum, select a Term that you would like to see this happen in):

Proposed timeframe for actual project (how many hours/days will this project last):

Materials needed (including facility use):

Estimated cost of project:

How do you plan to promote your project?:

Approximate timeline for entire project (beginning organization to completion):

What is the purpose of this project? (ie: promote school spirit, raise money for Haiti, etc.)

Who is going to benefit from this project (if money is going to be raised, where will the money be given to?):

List of relegated tasks for StuCo members to take on:

Grading Rubric:	Y	N
Part I: Project idea met parameters listed above	5	0
Part I: Thoroughly completed the required information	15	0
Part II: Thoroughly completed the required information	15	0

Part II: How to structure a successful project presentation to the LSW Leadership Team

Using your new project idea, you will now prepare for a presentation to the LSW Leadership Team. Every idea that StuCo has must be approved through the Leadership Team before we can put it into action. The Leadership Team does not request a presentation on most annual projects that we propose, but they request a project presentation on most new ideas. StuCo may also choose to request that we are put on the agenda to present a new idea to Leadership Team because we feel that we have a higher likelihood of getting it approved if we can provide them with a clear, concise and professional presentation.

To get yourself prepared for a Leadership Team presentation and “pitch” of your idea, complete the following questions/information regarding your project:

Ideally how far in advance do you think you should contact Leadership Team to present your project?

Accentuate the positives/benefits!!!

Come up with THREE main “selling points” for your project.

- 1.
- 2.
- 3.

Anticipation of Questions/Set-backs:

Identify three questions or hesitations that you think may come up in the presentation.

Come up with an answer to all three questions so you’ll be ready if these are asked.

Q1.
A1.

Q2.
A2.

Q3.
A3.

Tips for your presentation:

-Arrive between 5-10 minutes early

-Dress like you want to be taken seriously (Leadership Team understands if you’re not in a 3-piece suit during the school day, but dressing in sweatpants and a t-shirt doesn’t appear as though you’ve put much thought into the presentation)

-Introduce yourself. Thank them for their time and consideration.

-Be prepared with your materials/research done. Have any notes and reference pages you might need with you.

-Consider making a one-page handout with a project overview that emphasizes main points.

-Be positive and enthusiastic.

-Speak clearly and loud enough for everyone to understand you. Watch your pacing.

-Always ask if there are any questions (if some have already been asked, ask if there are any additional questions).

-If you don’t know the answer to a question that Leadership Team asks, be honest. Tell them you don’t know the answer but that you will find out the answer and then get back to them. Find the answer that same day and then follow through on getting back with answers in a timely manner.

-Be open to suggestions. The Leadership Team may be willing to approve an idea if you make some compromises.