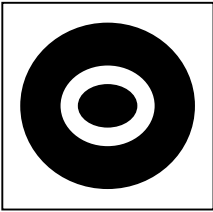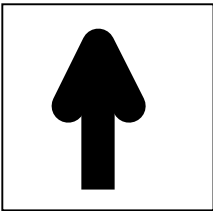# FCCLA Planning Process In-Depth Instructions

Identify Concerns
- o Brainstorm concerns
- o Evaluate listed concerns
- o Narrow to one workable idea or concern

Set Your Goal
- o Get a clear mental picture of what you want to accomplish
- o Write it Down
- o Evaluate it
- o Example: "We want to better understand…" "We hope to broaden people's knowledge of…" "When we present our STAR event, we want to provide people with (information, facts, data, knowledge) about…"
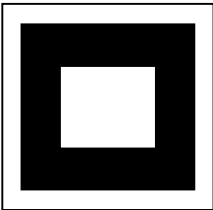
Form a Plan
- o Plan how to achieve your goal.
- o Determine answers to the following:
  - o Who: Who are you targeting? Presenting to? Who will do what?
  - o What: What items need to be completed? Made? Planned for?
  - o Where: Where will you present? Where will work get completed?
  - o When: When do things need to be done by? What are your own deadlines to be able to complete on time?
  - o Why: Why is this concern important to you? Why is it important enough to share with others?
  - o How: How are you sharing your information? How will things be made?
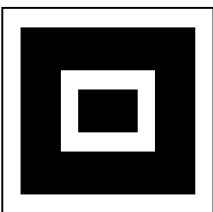
Act
- o Identify the steps you took to carry out the project.
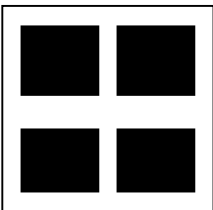
Follow Up
- o Evaluate Project.
- o Make improvements to presentation based on feedback.
- o Thank people involved
- o Recognize participants