

# The FCCLA Planning Process Page

# What is it?

A decision-making model for setting goals, planning, and carrying out projects. It is used to make decisions and accomplish tasks both for groups and individuals.

Identify Concerns

Set a Goal

Form a Plan

Act

Follow-Up

# Identify Concerns



The circle represents a continuous flow of ideas without a beginning or end.

The target symbolizes zeroing in on the idea around which you would like to build a project.

- Brainstorm to generate ideas or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns most or all of your members.

# Set a Goal



The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish, and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider the resources available to you.

# Form a Plan



The square represents the coming together of ideas - the who, what, where, when, and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.

# Act



The different squares in this symbol represent the activities to be carried out to meet your goal.

It represents acting on the plan.

- Carry out your group or individual plan.
- Use family and community members, advisers, committees, task forces, and advisory groups when needed.

# Follow Up



The broken squares suggest examining the project piece by piece. The “window” represents your ability to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- If appropriate, share and publicize your efforts with others, including the media.
- Recognize members and thank people involved with your project.

What questions do you have?