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?