



The Schools Challenge

Full steam ahead!

Now you've done all the planning, you're ready to roll! Set up a final checklist of tasks that need to be done. Chairperson, you'll need to do the following...

- Show your action plan checklist to your teacher for final checking.
- Assign tasks to each team member and decide on a date of when each task needs to be completed by. Build in enough time for those that may take longer.
- Check on the progress of each task by dating and signing the plan after the agreed date.



CHAIRPERSON

Here's an example action plan for you to copy...

CHARITY DAY: JUNE 30TH 2009

Resources	By who	Completed by	Checked on/by	Further action
Start-up funding	William	April 20 2009	April 27 2009/CP	
Tissue paper and pens	Fred (Rymans)	May 1 2009	May 6 2009/CP	
String, glue, scissors	Georgie (Repro)	May 1 2009	May 6 2009/CP	
Hot air gun and extension lead	Faye (D&T)	May 1 2009	May 6 2009/CP	
Platform/stopwatch	William (D&T/PE)	May 2 2009	May 9 2009/CP	
Promotion: posters/advert	Fred & Georgie	June 1 2009	June 8 2009	
Movie clip & placement	Faye & William	June 1 2009	June 8 2009	
Prize	Team	June 2 2009	June 9 2009	
People to run the day	Team plus volunteers	June 3 2009	June 10 2009 June 28 2009	