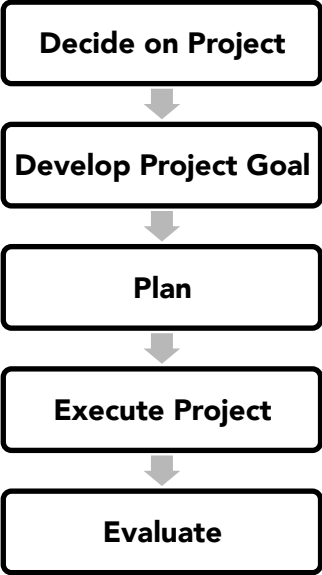


Name: _____ Date: _____ Period: _____

Action Project Planning Guide New Mexico Climate Champions

Below are the stages necessary for your group to develop your NM Climate Champions action project.



STAGE 1 – DECIDE ON PROJECT

Project Topic:

Project Idea:

Group Members:

STAGE 2 – DEVELOP A PROJECT GOAL

Project goals should be SMART

Specific – Goal should be clear and explain why your project is important.

Measurable – You must be able to measure the progress of your project.

Achievable – Set a high goal, but be sure it is attainable.

Relevant – Be sure that your goals are relevant in taking action against climate change and educating the public about how they can too.

Timely – A deadline can help keep your project moving forward.

Complete the bottom row of the chart with your action team to help determine the project goal.

ACTION	TIMEFRAME	OUTCOME
<p><i>Example</i> Install rainwater harvesting barrel at Chihuahuan Desert Nature Park</p>	<p><i>By the end of 2016</i></p>	<p><i>To raise public awareness of water conservation issues and to encourage conservation practices</i></p>
<p>What action will your group take?</p>	<p>What is your deadline for project completion?</p>	<p>What are you hoping to achieve with this action project in relation to climate change awareness?</p>

Combine your action, timeframe and outcome to create a SMART goal.

Example:

To raise public awareness of water conservation issues and to encourage water conservation practices by installing a rainwater harvesting system at the Chihuahuan Desert Nature Park by the end of 2016.

Now write your action team's SMART goal:

SMART Goal Checklist:

	NO	YES
1. Is your goal specific? Does it explain why your project is important?		
2. Is it measurable? Do you have a clear way to measure if your goal was achieved?		
3. Is your goal achievable?		
4. Is your goal relevant? Does it take action against climate change and help raise public awareness?		
5. Do you have a deadline for your goal?		

Did your team answer “yes” to all five questions? Then you are ready to move on to the next step. If your team answered “no” to one more of the questions above, return to your goal to make adjustments and/or ask for help.

STAGE 3 – PLAN

Take your goal and transform it into an action plan

EXAMPLE PROJECT PLAN

GOAL	STEPS NEEDED TO ACHIEVE GOAL	HOW WILL YOU DO THIS? (TASKS)	WHAT RESOURCES WILL I NEED TO DO THIS?	WHO WILL BE RESPONSIBLE? (SPECIFIC TEAM MEMBERS)	DEADLINE
<i>To raise public awareness of water conservation issues and to encourage water conservation practices by installing a rainwater harvesting system at the Chihuahuan Desert Nature Park by the end of 2016.</i>	<i>1) Research the most appropriate rainwater harvesting system for CDNP</i>	<i>Online and book search</i>	<i>Rainwater harvesting guides, people who have completed projects</i>	<i>LG</i>	<i>June 30, 2016</i>
	<i>2) Write proposal outline cost, materials, installation site</i>	<i>Determine design for system, research prices, combine for proposal</i>	<i>Catalogs of materials, trip to CDNP to determine proposed site</i>	<i>LG</i>	<i>July 20, 2016</i>
	<i>3) Receive approval by the Asombro Board of Directors for installation at CDNP</i>	<i>Present proposal at next meeting</i>	<i>Support from Executive Director for project presentation to Board members</i>	<i>LG</i>	<i>July 20, 2016</i>
	<i>4) Purchase all materials for rainwater harvesting system</i>	<i>Trip to store, order materials online</i>	<i>Funding for project materials, vehicle to transport materials</i>	<i>LG, SB</i>	<i>July 31, 2016</i>
	<i>5) Install rainwater harvesting system at CDNP</i>	<i>Go to park and set up system</i>	<i>Help from staff & volunteers, tools for installation, supply money</i>	<i>LG, SB, JVZ</i>	<i>November 1, 2016</i>
	<i>6) Design and display sign to explain rainwater harvesting at CDNP</i>	<i>Create info poster and have it printed on sign, install at park</i>	<i>Information to be included on sign, funding for sign, supplies for installation</i>	<i>LG</i>	<i>December 31, 2016</i>

YOUR PROJECT PLAN

GOAL	STEPS NEEDED TO ACHIEVE GOAL	HOW WILL YOU DO THIS? (TASKS)	WHAT RESOURCES WILL I NEED TO DO THIS?	WHO WILL BE RESPONSIBLE? (SPECIFIC TEAM MEMBERS)	DEADLINE
	1)				
	2)				
	3)				
	4)				
	5)				
	6)				

STAGE 4 – EXECUTE PROJECT

Carry out your project plan. When completing your project, you will likely run into obstacles and setbacks. Be sure to return to your project plan and alter it as issues arise, including altering deadlines.

Be sure to communicate as a team. Check-in often as a group so that team members can report on their tasks and everybody can remain on the same page.

STAGE 5 – EVALUATE

Take an opportunity to reflect on what you have done

When you get to this point, you will ask yourself:

Was this project successful?

As a team, did we achieve our goal that we set in the beginning?

Make a list of some things that will indicate a successful New Mexico Climate Champions action project. Upon completing your project, your group can look back on these to determine if your goal was met.

POSSIBLE INDICATORS OF SUCCESS EXAMPLE	POSSIBLE INDICATORS OF SUCCESS FOR YOUR ACTION PROJECT
<ul style="list-style-type: none">• <i>The amount of rainwater harvested using the rain barrel at the Chihuahuan Desert Nature Park</i>• <i>The number of people who left positive feedback about rain harvesting system in visitor register</i>• <i>The number of rain harvesting systems that have been inspired by ours</i>• <i>The number of people that were involved in the project from beginning to end</i>	