

Activity 2: Create an Action Plan

TEAM NAME _____

RESTATE YOUR PROJECT GOAL

COMMUNICATION PLAN FOR THE TEAM

How will the team communicate and how often?

TEAM MEMBER STRENGTHS (may be pulled from the Leadership lesson)

| TEAM MEMBER NAME | STRENGTH | STRENGTH | STRENGTH |
|------------------|----------|----------|----------|
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TASK LIST

Brainstorm a list of all tasks for this project.

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TASK ORGANIZATION

Organize the tasks listed on the previous page.

| TASK | PERSON/PEOPLE RESPONSIBLE | DEADLINE |
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MANAGING OBSTACLES

Obstacles may be anything that causes your project to change or stop.

| OBSTACLES THAT MAY OCCUR | HOW THE TEAM WILL OVERCOME THE OBSTACLE |
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