

Planning Backwards

Objectives:

- Gives a picture of tasks that need to happen to accomplish a project
- Helps prioritize tasks and ensure that you don't run out of time for a project

STEP #1 WRITE A PROJECT DESCRIPTION

What is it that we're trying to do? What is the end point?

- You need to know what the endpoint is and what it's supposed to look like with as much detail as you have at the time.
- A project description is a written description of the goals, purpose, and results of a project.

EXAMPLE: We are having a Big Check Ceremony on March 22, 2006 to give Big Checks to our new youth grantees! It will be held in the State of Maine Room at City Hall. We want at least 50 people to come. We want to increase community awareness of YOUTHINK and these great projects, and get our grantees excited about making a difference.

STEP #2 BRAINSTORM WHAT NEEDS TO GET DONE

Now that you have a project description...

- Brainstorm the tasks that need to get done. Chart them on a list (don't worry about putting them in order). This gets everyone thinking about what needs to happen. You can brainstorm in a large group or in pairs/small groups.

STEP #3 MAKE A BIG TIMELINE

- Put butcher paper on the wall with a blank timeline. Months of the year can be added if helpful.

Jan _____ Feb _____ Mar _____ **March 22**
Big Check Ceremony!

- The first thing on the timeline should be the project completion. Example: Big Check Ceremony.
- Looking at the tasks that have been brainstormed and the timeline, starting at the end, ask: "What needs to happen in order to be ready for this?"
- Put the tasks on the timeline in chronological order, starting at the end.