

REACHING NEW HEIGHTS

Advisor's Guide to personal growth and leadership development

Lesson Number: **RNH.9.4**

Puzzled Project Planning

Purpose:

The purpose of this activity is to teach the essential elements of project planning. This activity can be used the day before you begin a large class project, school activity, or fund-raising project.

Directions:

Prior to class, remove the puzzles from the boxes and place the pieces in Ziploc plastic bags. Also, discuss with the class the importance of good planning before beginning a project. Have the class generate a list of reasons why planning is important to the success of a project.

1. Activity Set-Up:

- a. Divide the class into small groups of four to six people (depending on the number of puzzles you have). Make sure each group has a sheet of paper and a pencil.
- b. One person in each group is assigned the task of Process Observer. Their job is to keep track of how the group works.
- c. Tell each group that they will be given a puzzle to assemble (don't tell the class that the puzzles are in plastic bags).
- d. Instruct each team to write a detailed plan regarding how they will go about assembling the puzzle.
 - i. All actions must be listed in sequence to proceed.
 - ii. They must have their plan approved by the teacher before beginning.
 - iii. The teacher makes a note of the number of steps in each group's plan.

Quick Reference:

Time Required:

60 minutes

Objectives:

After completing this lesson, students should be able to:

- I. Demonstrate the planning process.

Materials:

- ✓ 4-6 small, commercial jigsaw puzzles (approximately 70 pieces each; can be purchased new at stationery stores or used at many second-hand stores)
- ✓ Pencil and paper – one set per group
- ✓ RNH.9.4.AS.A – one per student





2. Puzzled Planning Activity:
 - a. Distribute the puzzles.
 - b. Announce to the class the number of steps in each team's plan.
 - i. This may cause some teams to want to increase the number of steps in their plan. A few minutes should be provided for additions.
 - c. Each group's Process Observer reads the plan to their group one step at a time as the team assembles the puzzle.
 - i. The team must follow the specific directions of the plan as read by the Process Observer. If the team has omitted a step, a puzzle piece must be removed from the puzzle and given to the Process Observer.
 - d. The Process Observer continues to read the steps of the plan and the activity continues until no more puzzle pieces remain.
 - i. Some puzzles will be incomplete.
 - e. The teams now inspect all of the finished products. The team with the most complete picture gets a round of applause.
3. Debrief with the following discussion questions:
 - a. How effective were you in planning the project?
 - b. What steps were most often left out?
 - c. Describe the product of those groups with insufficient planning.
 - d. What problems did not seeing a picture of the puzzle ahead of time create for your group?
 - e. What correlations can you see between this activity and projects in which you have been involved?
4. Prepare to plan your event:
 - a. Distribute RNH.9.4.AS.A, "The 11 W's of Project Planning," and begin planning your upcoming activity.

Connection Questions:

1. What similarities does the activity share with the event we are now planning?



LifeKnowledge Connections

Precept(s) Addressed:

Action

- A2. Focus on results.
- A3. Plan effectively.

Relationships

- B5. Participate effectively as a team member.

Character

- D3. Accept responsibility for personal actions.

Continuous Improvement

- F3. Use innovative problem-solving strategies.

Mental Growth

- J1. Think critically.
- J3. Practice sound decision making.
- J6. Persuade others.

Decision Making

- N1. Demonstrate the decision-making processes.
- N2. Demonstrate problem-solving skills.

LK Lesson Suggestion:



- MS.46 – Identifying Planning Skills
- AHS.34 – Strategic Thinking and Planning
- AHS.44 – Organizational Planning
- AHS.45 – Leading POA Development



Name: _____

Date: _____

The I I W's of Project Planning

1. What are you planning to do?
2. Why do you want to do this project?
3. When and where will this activity take place?
4. Who will benefit from this project? (approximate percentage of student body)
5. What staff member(s) need to approve our project?
6. What funds are needed?
 - When will we need the money?
 - Who will take care of the purchase orders and by when?
7. When will the basic planning be done? Create a time line.
8. What committees are necessary? (List committee task, chairperson, members, and deadlines)
9. What kind of publicity is needed?
 - When is it needed?
 - Who will do it?
10. Who deserves a special thank-you note?
 - Who will write it?
 - When will it be sent?
11. Was the project worthwhile?
 - How will we evaluate the project?