

# Kindness Capstone • Days 3-5 • Planning

During this second week of our Kindness Capstone Project we will work out the details of our small group projects, all of which center around the kindness asset that was poorly represented in our community and agreed upon via vote within the class. Days 3-5 are work days that allow time for groups to begin planning together.

## Weekly Objectives

Students will:

- Create a detailed plan for their small group Kindness Capstone Project.
- Develop an outline with specific steps on how to implement the project within the community.

## Resources / Materials

- HANDOUT:** Project Packet (see below)

## Reflect / Assess

**Deliverables:**

- Completed Brainstorming, Goal Setting, and Outline worksheets
- Daily Participation points

## Share

**Discussion Starter:**

- What is the largest project you have ever completed?
- How long did it take you?
- How did you stay on track?
- How did it feel when it was completed?



## Inspire

Organize the class into the 4 project groups using the list created from yesterday. Pass out the Project Packet to each person as you review each heading. Over the next several days we will work together in our groups to map out our project. We will now review each section using our packet.

- **Project Mapping:** This explains our project from a big picture perspective. Use this as a guide over the next 6 weeks.
- **Set Goals:** This must include large end goals and mini weekly goals to ensure we stay on track.
- **Create a Plan:** Using your goals, create a step by step plan, including specific tasks and assignments for each group member.
- **Develop a Timeline:** Be specific and include deliverables to help you work towards your end goal. Timelines should be planned, but can change if necessary.
- **Track Service Hours:** You must track all of your hours to ensure you receive 50 hours by the end of class. From this point forward, our class period counts as 1 hour towards that goal. You must also meet with me as a group weekly to check in on your progress. All outside of class hours must be verified by an adult such as your parent/guardian or a community collaborator.



## Empower

Allow the groups to work together on their project for the rest of the week. List the following steps on the board and meet with each group individually to check in on their progress and answer any questions. Each group is required to finish the following by the end of the week:

**Step 1:** Complete the “Who, What, Why, How” brainstorming sheet

**Step 2:** Complete the Goal Setting sheet

**Step 3:** Create a detailed plan

**Step 4:** Develop your timeline

**Step 5:** Get approval from the teacher!

As time allows on Friday, have each group present their overarching goals and plan. Generate excitement and momentum!



# “Who, What, Why, How” Brainstorming Sheet

Using the questions below, brainstorm the logistics of your project. This will help you get all of your ideas on paper before breaking it down.

## **WHO?**

Who in your group will be responsible for the different tasks of the project? Each of you has a specific skill set. Use this space to brainstorm various positions and who will fill them. Examples include: Project Coordinator (position already filled), Materials Organizer, Media Designer, Data Tracker, Documenter, Public Speaker, etc. These tasks will vary based on your project.

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## **WHAT?**

What exactly do you hope to accomplish? What change do you want to see by the end of the project? Keep in mind that you have roughly 2-3 weeks to either complete your project or get it in motion for the community to take over.

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## **WHY?**

Why is the project important to your group? Why is it needed in the community? This is the space to highlight your motivation so that you can keep it in the forefront of your minds as you move forward to setting goals and planning.

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## **HOW?**

What immediate thoughts do you have on HOW to complete your project? No right or wrong answers are possible here. Just jot down as many ideas as you have. This brainstorming session will help you formalize your ideas on the next several pages.

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**GOALS**

Using this template as a guide, develop one long term project goal and six weekly goals below it. Make sure to list the expected outcomes of the project in very specific goal statements. These goals help guide the project planning process.

**Project Goal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weekly Mini-Goals for this Project Goal (you have approximately 6 weeks):**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Outline

This is the section where you lay out your project step-by-step. Use your project goal and weekly goals and break down your project into steps to ensure you meet each goal your team has established. The following is a template for you if you'd like to use it. **NOTE:** Aim to populate your steps only 1-2 weeks at a time. Your project may unfold differently than expected, so be open to change. The last two weeks (Weeks 15-16) of the class are dedicated to presenting and reflection on the project itself.

### I. MAIN GOAL

#### A. Week 10 Mini Goal

1. Step 1 \_\_\_\_\_
2. Step 2 \_\_\_\_\_
3. Step 3 \_\_\_\_\_
4. Step 4 \_\_\_\_\_

#### B. Week 11 Mini Goal

1. Step 1 \_\_\_\_\_
2. Step 2 \_\_\_\_\_
3. Step 3 \_\_\_\_\_
4. Step 4 \_\_\_\_\_

#### C. Week 12 Mini Goal

1. Step 1 \_\_\_\_\_
2. Step 2 \_\_\_\_\_
3. Step 3 \_\_\_\_\_
4. Step 4 \_\_\_\_\_

#### D. Week 13 Mini Goal

1. Step 1 \_\_\_\_\_
2. Step 2 \_\_\_\_\_
3. Step 3 \_\_\_\_\_
4. Step 4 \_\_\_\_\_

#### E. Week 14 Mini Goal

1. Step 1 \_\_\_\_\_
2. Step 2 \_\_\_\_\_
3. Step 3 \_\_\_\_\_
4. Step 4 \_\_\_\_\_