

## Our contribution | Preparation of an action plan

<b>Short description</b>	On the basis of the decision taken during the previous activity as to which project idea the group would like to implement (exercise 4.3), small groups will now develop an action plan. The planning procedure will be made clear by the teacher when assigning tasks (see below).
<b>Topics</b>	Raising awareness of the Humanitarian Principles, project management
<b>Learning objectives</b>	<ul style="list-style-type: none"> <li>• Contribution from own resources</li> <li>• Constructive and goal-oriented teamwork</li> </ul>
<b>Setting</b>	Small groups, 3-4 participants
<b>Time frame</b>	60 - 75 min.
<b>Materials</b>	Flip chart paper (for keyword style answers to the four main questions), markers (various colours) personal project diary
<b>Instructions</b>	<p>Before the project groups are given the task of planning their contribution in a concrete way, the following instruction to the participants is of central importance: "Whatever its content, the contribution must not be large. The sensible thing to do is to plan realistically, as the time available for implementation is limited. It is important to assess the available resources as accurately as possible in the planning. A small but ample project that is capable of implementation is to be preferred to one so ambitious that it will probably overstretch the resources available." This recommendation should in no way demotivate the participants; it is based on the general rule that many basically good project ideas come to nothing because of having been planned with too little care or too much enthusiasm.</p> <p>The task of concrete planning: the project groups will be asked to give precise answers to the following four questions: "<b>What</b> do we want to do?" "<b>Why</b> is this contribution important to us?" "<b>For whom</b> is our contribution intended?" "<b>How</b> do we wish to proceed with the implementation?"</p> <p>A help desk is available to the project groups for this work sequence whenever needed. It is up to the groups to decide whether or not to take advantage of this offer and if so how. The help desk will be operated by the teacher(s) and possibly other available specialists (e.g. school social workers).</p> <p>The answers provided to the four key questions mentioned above are to be recorded in a clear and comprehensible way on a poster so that they may be presented in the plenum in the framework of the following exercise.</p>