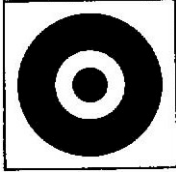


# The FCCLA Planning Process

The planning process is a decision-making tool that supports the organization's overall philosophy about youth centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



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## Identify Concerns

The circle represents a continuous flow of ideals and has no beginning or end. As a target, it symbolizes zeroing in on the one ideal around which you would like to build a project.

- Brainstorm to generate ideals, or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable ideal or project that interest and concerns the majority or all of your members.

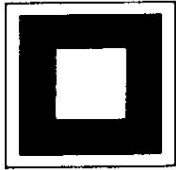


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## Set A Goal

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideals down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.

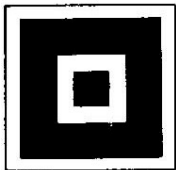


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## Form A Plan

The square represents the coming together of ideas-the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.

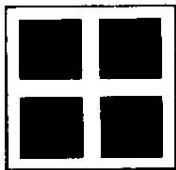


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## ACT

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use family and community members, advisers, committees, task forces and advisory groups when needed.



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## Follow Up

The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

- Determine if your goal was met.
  - List ways you would improve your project or plan for future reference
  - Share and publicize your efforts with others, including the media if appropriate
  - Recognize members and thank people involved with your project.
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