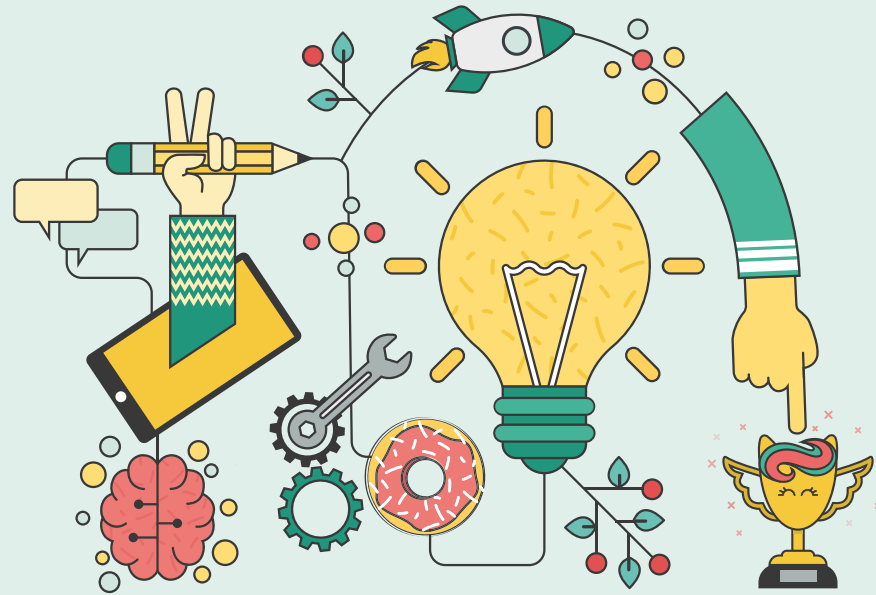


TOOL INSPIRED BY

Le parcours
DE LA GRANDE
JOURNÉE



The Project **FACTORY**

STEP 4. PLAN ACTIVITIES

Task planning



To plan efficiently, you'll need to ask yourself a few questions:



Do you have enough money for your perks?

We'll prepare perks as we receive donations.

We'll send out the perks after the fundraiser is over.

The school will advance the money so that we can prepare the perks ahead of time.

Other strategy





Planning

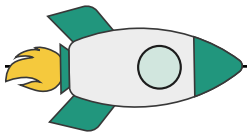
Use the timeline on the next page to help you create a schedule. For each stage of your project, decide who will do what, when and how.

Here are a few tasks you should include:

- | | |
|---|---|
| <ul style="list-style-type: none">→ Finalizing and double-checking the budget (costs, prices, profit margin, goals)→ Recruiting partners→ Surveying potential supporters→ Testing out the product or service | <ul style="list-style-type: none">→ Buying materials and equipment→ Producing perks→ Promoting the fundraiser→ Collecting donations→ Distributing perks |
|---|---|

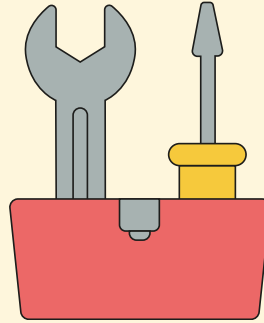
Timeline

Good planning is important when you're running a fundraiser. Keep in mind that unexpected things will pop up along the way and you may need to rethink your deadlines.



DATE				
TASK				
PERSON IN CHARGE				
NOTE				

You may have more than 4 tasks to complete your fundraiser. Feel free to copy this table or adapt it to suit your needs.



Make sure your schedule leaves enough time for things like:

- Finding more partners
- Replanning production because of a problem
- Retesting a product or service
- Doing another market study following changes to your offer
- Doing more promotion

Your original idea may well change over time.
Leave some wiggle room for new ideas or feedback from others
that might help you make improvements.