Project Planning Arrow

The project planning arrow is great for planning large group projects. It’s easy to see, to make changes, and to see progress towards the group goal.

Materials
one piece of flipchart paper
Marker
Large sticky notes

Draw a large arrow on your paper pointing towards your group goal.

1. Think about all the steps that you will need to accomplish to make your project successful. Write each step on one sticky note and put it on the arrow in random order. List very specific tasks on the sticky notes – instead of just writing “send invitations”, also include “make invitation lists”, “decorate invitations”, and “address invitations”.

2. Put the sticky notes in chronological order.

3. Delegate specific tasks to various individuals and put their initials on the sticky notes.

4. Type up a master list of tasks, so you can share it with each participant.

Place the project planning arrow in a common space, where the group will see it often. Each time a task is completed, take down the appropriate sticky note and throw it away. The group will see itself getting closer and closer to the goal, so there is a natural celebration process and accountability structure built into this planning style.