

# THE SHIP ACTIVITY PLANNER

## 1. What's the task?

(Define the activity. What are the objectives? Write this down.)

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## 2. What do we have to work with?

(What are the resources -- equipment, materials, supplies, services, people? List what you'll need and where it might be obtained.)

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## 3. What can we do?

(What are the parts of the activity? What small tasks go together to make up the big task)

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## 4. What are the alternatives?

(If the original plan develops problems, what can we do then? What's "Plan B?")

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## 5. Decide on a plan.

(Write the plan down. List the steps to be taken and the tasks to be performed. Make assignments and follow-up closely)

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## 6. Carry out the plan.

(Conduct the best activity you know how to conduct. If all the steps are followed, it should be a winner)

## 7. Evaluate.

(Review the original definition and objectives. Did the job get done, done well, on time? Did the members participate, enjoy themselves, want more? What could be done better in the future?)

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