



**Cincinnati Central School District**

**SEAL OF CIVIC READINESS**

## **6 BASIC STEPS OF AN ACTION PROJECT**

### **STEP 1: SELECT A PROBLEM**

Decide what community problems concern you. Make a list and choose one problem to focus on. To help you decide, ask the following questions:

Which problem affects your community the most?

Which would be most interesting to work on?

Which could be worked on most easily?

Which would you learn the most from?

### **STEP 2: RESEARCH THE PROBLEM**

The more you know about a problem, the more you'll understand how to approach it. Try to find out as much as you can about these questions:

What causes the problem?

What are its effects on the community?

What is being done about the problem?

Who is working on the problem or is interested in it?

To find answers to these questions, try the following:

**Use the library.** Look up newspaper and magazine articles. Ask the reference librarian for help.

**Interview experts.** Call local government officials. Find people at non-profit organizations that work on the problem.

**Survey community members.** Ask questions of people you know.

### **STEP 3: DECIDE ON AN ACTION PROJECT**

Think of project ideas that would address the problem you have chosen. Decide on the top project idea and think about the pros and cons of each project idea. Evaluate each in terms of your available time, materials and resources. Select the most suitable one.

### **STEP 4: PLAN THE PROJECT**

To prevent false starts or chaotic results, you need a plan.

### **STEP 5: DO THE PROJECT**

### **STEP 6: EVALUATE THE PROJECT**

While implementing the project, it's important to evaluate- to think about how you are doing and figuring out how you can do things better. At the end of the project, you'll want to evaluate how you did. To make evaluating easy, you'll need to plan for it. In addition to evaluating the project's results, be sure to examine how you worked and what you learned as an individual and a leader in the community.