Individual Project Guide

Questions for Project Brainstorming:

1. What are you passionate about?
2. What are the needs in the local community or school?
3. Is anything being done to meet these needs?
4. What could be done to meet these needs?
5. Do you have any unique talents or skills that could be used?

Tip: You might need to do some research.

* Go out in your local community and observe.
* Talk to local community members and groups that are already in your community providing service.
* If you’re thinking about doing something at the school, talk to peers, teachers, counselors, principals, discipline office, etc.
* You can also look at project ideas on the NHS website.

12 W's of Project Planning

Before you start writing your actual proposal, go through and answer each of these questions. Make sure to be thorough in your answers and include specific details. This will help you with writing your proposal, executing your project, and writing your reflection. Some questions may be grouped and answered together, just be sure to include everything.

1. WHAT are you planning to do?
2. WHY do you want to do this project?
3. WHO will benefit from the project?
4. WHEN will the basic planning be done? (Try creating a timeline for yourself)
5. WHICH staff members(s) will need to approve the project?
6. WHERE will this project/activity take place?
7. WHEN will this project/activity take place?
8. WHAT funds are needed?
9. WILL you need to get permission to use any facilities?
10. WHAT help will you need and how will you find/enlist said help?
11. WHAT kind of publicity is needed?
12. WHO deserves a special thank you?

Writing Your Proposal

* Your proposal needs to be organized in a way that matches your project.
* In general, it will probably include headings and paragraph descriptions answering the 12 W’s of Project Planning.
* Try doing some research online looking at different formats for project proposals.
* Talk with your NHS peers and chapter advisor.

Reflection

The reflection is an important part of your individual project. After doing all of the work, you need to think about the impact you have made. This will also allow you be prepared to talk about your project on scholarships and college applications. Your reflection should be typed as short essay and include the following details. It may also include journal entries if your project was an on-going activity.

* Describe how the actual execution of your project went.
	+ Did you encounter any unexpected problems or barriers?
	+ Were you able to accomplish everything you set out to do?
* What kind of an impact were you able to observe from your project?
* How do you feel about the level of impact you made?
* Did you fully address the problem you set out to address?
	+ Does more need to be done to meet the need you tried to fill?
* Are there any next steps that could/should be taken?
* What did you learn from completing this project?
	+ Did your perspective on anything change?
	+ Do you feel differently about things compared to when you started?