

act: plan

Get organised

After your pupils have decided what action they want to take, they need to plan how they'll go about it. With careful planning, their activity will have maximum impact – and the whole process will help them to develop their organisation skills.

Using the worksheet on the next page, ask them to split up the bigger action – which could be the Water Week Walk or the Message in a Bottle activity – into smaller tasks, each with their own deadline.

Ensure that a member of the group is held responsible for each task, and get them to think about what resources and support they need (including stickers, badges and totalisers). If you need to order or download more, just go to www.oxfam.org.uk/waterweek

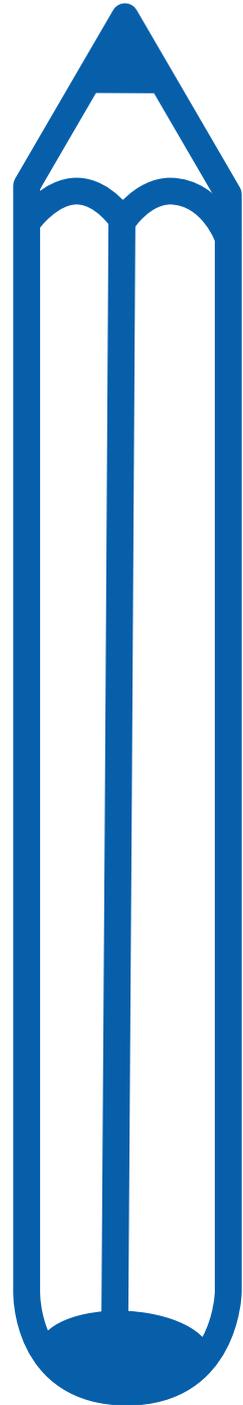
At this stage, it's also important for pupils to plan how they will measure the success of their activity (for example, numbers of pupils involved or the amount of money raised), so they can feel the difference they have made to people living in poverty. See the website for more details.



Get parents involved

Make sure that parents know about Oxfam Water Week and how they can get involved (for example, by helping to organise activities or by sponsoring their children).

**Top
Tip**



Planning worksheet:

Help pupils to organise their action into individual tasks, resources, people and deadlines.

What we've decided to do:

Tasks What individual tasks are needed to make this happen?	Resources What resources (money, collecting boxes, pens, banners etc) are needed for this task?	Responsibility Who is responsible for making sure this task is completed?	Support What support does this person need? For example, from a teacher or school council.	Deadline When will this task be completed by?	Evidence of success What will prove that the task has been completed? For example, photographs or completed forms.