

Note: Feel free to edit this template based on your PSG's needs.

[Name of School]

ACTION PLAN

“What” [Introduction]

- What do you plan to do? (e.g. run a conference, plan a workshop, organise a food drive)
- How do you plan to align the activities/ events/programmes to the needs of the parent community?

“Why” [Purpose]

- Why is this effort important to you and your team?
- What would be the benefits for your school, for your parent community or for the society?

“How” [Action Steps]

- What is each step of your plan?
- What are the resources needed?
- How can we partner the school to do this together?

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“When” [Schedule]

- How long will your action steps take?
- When will the milestones be reached?

“How Much” [Budget - *includes funding, manpower*]

- How much funding will be needed?
- How many volunteers will be required?
- How many hours are the volunteers required to contribute?

Funding

Item/ Services	Estimated Value	How to procure this?
e.g. Printing posters in colour	\$50	Buy from XX company. See quotation in attachment.
e.g. Room decorations	\$100	Buy from XX company. See screenshot of online prices below.

Volunteers

Role	Number of Volunteers	Volunteering Hours per Volunteer
e.g. Looking after booth	4	2 hrs
e.g. Emcee	1	1 hr