

Managing Change: Being a Change Leader

Presenter: Susan Negrete

Activity 3: Sketch-a-Plan				
Project Name: New Fundraiser		Goal: Plan & Deliver the Event		
Key Tasks	Assigned To	Due Date	Date Completed	Notes
1. Hold Project Kick-off Meeting	YOU			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11. Success Celebration!	YOU	Tip: Within 2 weeks of project completion		
12. Lessons Learned Discussion	You & Team	Tip: Within 3 weeks of project completion		