

# Alabama Outdoor Classroom Program Individual Project Plan Worksheet (p1 of 4)



Fill out a Project Plan (below) for each Project and/or Learning Station.

Make extra copies of the Project Plan worksheets as needed.

Name of Project:	Date:
Project Leader & Team:	
Estimated Date of Completion:	
Identify the Purpose and Learning Objectives for the learning station:	

**Put together an estimated Construction Budget before building your project.** Identify all of the Building Materials & Tools that will be needed to complete the project. Try to have materials donated and borrow tools when possible. Be sure to include materials needed to create an informational sign for the learning station once it is constructed.

<b>CONSTRUCTION BUDGET</b>				
Building Materials & Tools	Source of Materials	Estimated Cost	Monetary/In-Kine Donation	
Visit www.alabamaw	ildlife.org for more Helpful Tips f	for vour Outdoor (	 Classroom!	



## Alabama Outdoor Classroom Program Individual Project Plan Worksheet (p2 of 4)



Fill out a Project Plan (below) for each Project and/or Learning Station.

Make extra copies of the Project Plan worksheets as needed.

#### Name of Project:\_

\_ Date: \_

**Develop a Construction Schedule with identified tasks, sources of labor, associated estimated labor costs (if any), and realistic timelines.** Break the project down into small steps and share it with volunteers when possible. Many times companies will donate their labor or consultants' fees. Also, be realistic about what can be accomplished in one semester or one school year as you set your target dates for completion.

CONSTRUCTION SCHEDULE				
Tasks List	Source of Labor	Estimated Labor Cost	Monetary/ In-Kind Donation	Target Date for Completion

OC Tip #1: Be sure to include "Take Photos" and/or "Keep a scrapbook" under your list of tasks.

**OC Tip #2:** Hold an "Outdoor Classroom Day" when students, parents and community volunteers can cycle through to help with the construction of one of more outdoor classroom projects.

**OC Tip #3:** Keep an Outdoor Classroom Volunteer Log including the names, contact information, and number of hours donated by each volunteer.



# Alabama Outdoor Classroom Program Individual Project Plan Worksheet (p3 of 4)



Fill out a Project Plan (below) for each Project and/or Learning Station.

Make extra copies of the Project Plan worksheets as needed.

Name of Project:	Date:
<b>Identify Educational Activities that will be utilized in conjun</b> faculty members from all grade levels help you identify these act between grade levels and subjects. <i>Refer to the Project Plan's P</i>	tivities since learning objectives vary
Activity #1:	
Activity #2:	

Activity #3:	
Activity #4:	

**Put together an Activities Budget** including supplies and resource materials needed for all of the educational activities associated with this learning station.

ACTIVITIES BUDGET				
Activity Materials	Estimated Cost	Source of Materials	Monetary/In-Kind Donation	

**OC Tip:** For each activity, include a container to hold the activity kit supplies such as a tub or backpack, a laminated copy of the "Activity Instructions," and a laminated copy of the "Materials Needed.."



## Alabama Outdoor Classroom Program Individual Project Plan Worksheet (p4 of 4)



### Fill out a Project Plan (below) for each Project and/or Learning Station.

Make extra copies of the Project Plan worksheets as needed.

#### Name of Project:\_

Date:

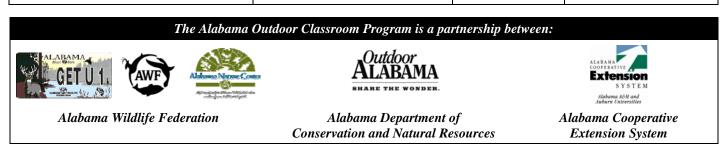
**Identify what types of maintenance will be required** (if any) and when (season or specific month) including the summer months, and assign these duties to students, parents, and/or community volunteers.

### MAINTENANCE SCHEDULE

Tasks List	Source of Labor	Estimated Labor Cost	Monetary/ In-Kind	Maintenance Dates
			Donation	

**Put together a Maintenance Budget** before constructing your project including supplies needed to maintain the learning station such as a sprinkler system for raised bed gardens. Ask the PTA/PTO to provide a line item in their budget for annual maintenance.

MAINTENANCE BUDGET				
Maintenance Supplies	Source of Supplies	Estimated Cost	Monetary/In-Kind Donation	



Individual Project Plan Worksheet (p4 of 4): Form E.2, 10/12/09