

In order to give structure to decisions made by the student council it is important to fill in a plan like the one below. This breaks each task down into achievable step-by-step sections. By doing this it will be clear who is responsible for taking the plan forward, completion date and the costs involved. This will help to ensure that the plan is followed through and objectives are achieved.



Details of issue/task	Details of what is to be done?	Who is responsible for completing task?	What resources will be required?	How will it be done?	When will it be completed by?	What costs will be involved?

