HONORS IN ACTION PROJECT
PLANNING AND REFLECTION WORKSHEET

This worksheet is designed to complement and guide the Honors in Action Journal (in the 2016/2017 Honors Program Guide) and to prepare the chapter to submit an Honors in Action Hallmark Awards entry.

What theme for exploration of the current Honors Study Topic did you select?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Why did you select this theme?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What is your research question related to the current Honors Study Topic?
____________________________________________________________________________________________

Research Sources

What academic publications and experts will you consult? (A minimum of 8 is recommended.) Write a brief description of each source in your journal.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What needs did you discover through your research? How did your investigation lead to ideas for an Honors in Action Project?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
The Basics

Project Title? __________________________________________________________

Where and when will the project event(s) take place?
___________________________________________________________

Who is your targeted audience? _______________________________________________________

With whom will you collaborate? ________________________________________________________

Will you form committees? If so, describe them.
___________________________________________________________

Have appropriate permissions been attained? Y or N (List steps taken in your Honors in Action Journal)

Describe the leadership roles and actions this project will require.
___________________________________________________________

What specifically will you do to develop the leadership skills and capacity of chapter members and others that they need to effectively contribute to the project? _________________________________________________________

Why did you choose the leadership development workshop/training? How did it have an impact on your project?
___________________________________________________________

What is the action (Service) component of this project? (Action can also include advocacy and awareness.)
___________________________________________________________

How will the chapter publicize the project?
___________________________________________________________
**Resources**
Estimated funds required for the completion of this project: $

**Itemized Budget:**
__________________________________________  ____________________________________________
__________________________________________  ____________________________________________
__________________________________________  ____________________________________________

What resources are needed? How will they be acquired?
__________________________________________

**Goals**
List the specific project goals related to academic investigation, leadership experiences, leadership development, action, collaboration, reflection and outcomes.

How did you determine your goals?
__________________________________________

Honors in Action projects satisfy requirements at the Two Star and Three Star Levels of the Five Star Chapter Plan, so the chapter should have at least a Three Star Level Goal in the Plan. See ptk.org/fivestar to set the chapter’s goal and to report progress in the Plan.

**Impact** (Include participants’ quotes and more detailed outcomes in your Honors in Action Journal.)

What specific measurable outcomes resulted from your work on this project?
__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________
What impact did the Honors in Action Project have on your …

Chapter:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

College (beyond your chapter):
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Community:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Region and/or Beyond the Region: ________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**Future Implications**

What is left undone? What opportunities remain for the future?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What recommendations do you have as a result of the lessons learned? ______________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Visit [ptk.org/honors](http://ptk.org/honors) for more information on Honors in Action.