



# FCCLA Planning Process Summary Page Template



(This template may be modified, but all headings must be used in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.)

---

## IDENTIFY CONCERNS



We are concerned with the lack of knowledge in our community pertaining to FCCLA as well as the lack of participation in our student body. We are also concerned with the fact that our chapter does not have a website and uses nothing to house information on our chapter.

---

## SET A GOAL



Our goal is to create a fully functional website for our FCCLA chapter that chapter members as well as the community could utilize.

---

## FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



**Who-** Our High School, local FCCLA chapter members and our community.

**What-** We will create a multipage website advertising information about our FCCLA chapter and the organization itself.

**When-** We will code this throughout the months and have it up and running by January 15, 2019.

**How-** We will use the coding software Visual Studios to create our site, and host it on our technology teacher's server.

**Cost-** The creation and hosting of this website will cost nothing except time.

**Resources-** We will utilize flash drives, laptops, coding software, and the help of our technology teacher to create this website.

**Evaluation-** We evaluated our web site by having our whole chapter access and look through it to get their opinions on our information.

---

## ACT



First, we will print out the specifications of what exactly needs to be within the website. Then we will do rough sketches of each page and decide the layouts as well as how we want the theme to look. Then we will talk to our technology teacher and have him approve our designs.

Next, we will gather all the information and pictures we will need to complete the website. We will also make plans with our advisor to get individualized pictures and further information on upcoming events.

After that, we will finally start the actual production of our website. We will set aside a few months to ensure that the website is perfect and without any errors.

Before making it live, we will have our technology teacher look over our website to help us with any formatting issues or errors that may have come up when creating the site.

Once we have fully finished the site and gotten it to our desired form, we will put on a server so that all may view it on the internet.

---

## FOLLOW UP



As a follow up, we had some of our FCCLA members plus a select few community members go through our site, and then fill out survey on how informational as well promotional our site was. This gave us a few ideas on how to improve the information within our site to make it more promotional for FCCLA as well as more navigable.