

# Task Programmer



A Task Programmer breaks an action plan down into tasks, and assigns responsibility for each task. This can be used to plan a sequence of events and check how you are going as you progress with your actions.

1. Using your Action Statements and Action Plan, identify the necessary tasks and draw a large class timeline showing when each task will need to be completed.
2. Transfer the tasks and key dates into a Task Programmer using the template provided.
3. List all the resources you will need for each task, such as people, materials, money etc.
4. Allocate responsibility and a date for making each task happen.

## Task programme for class ... Our action is to...

Task	Person Responsible	Key Dates	Resources, People and Budget Required