

TTT Teams

Now it's time to decide on what jobs you would like to do to help the group reach its TTT Goal. Think about what you can contribute – what do you like doing and what are you good at? A number of things have to be done, so you will need to form teams that focus on different parts of the project. This might include teams that do:

- **Project Planning** – working out the details of what has to happen and how it should happen; setting time lines; checking goals against outcomes achieved; keeping people focused, etc.
- **Communications** – helping to negotiate; making announcements at assembly; writing letters to local shop keepers and politicians; running meetings; interviewing people; being interviewed etc.
- **Advertising** – thinking creatively about ways to get your message across and ways of getting people involved in the project; making posters and banners; writing ads for the school newsletter, etc.
- **Finances** – working out a budget; keeping records of expenditure and income; opening a bank account, etc.
- **Record Keeping** – keeping a file of contacts and other information; keeping note of what has been done and what has to be done; recording what happens at meetings, etc.
- **Research** – finding out useful information; using research tools – the internet, directories etc.
- **Events Management** – organising events associated with the project, for example fund raising and TTT Day celebrations.

Team Name	Team Members