

My project: Organisation of a cake sale

1. Short description of project (What? Where and when? Why? Who? ...)

The plan was to organize a cake sale on October 12th. The cakes were sold in our school to other students and teachers for one euro each. Muffins were cheaper and only cost 50 cents. This was our first cake sale of the year but we have more planned because with the sales, additional money can be collected for the whole grade.

2. Main goal(s) and objectives (What do you want to achieve?)

The plan was to raise as much money as possible to finance our prom with the money.

3. Project team (Who is part of the team?)

The cake sale was organized by two classmates and myself. In addition we needed 5 students to help with the selling and some students to set up a stand

3. Project plan (Who does what and when?) See project plan worksheet

4. Resources (What do you need?)

For the sale we needed 10 cakes and muffins, which were prepared by students of our grade. Because it is unfair when the same students have to bake a cake all the time, it always changes alphabetically after 10 students.

5. Constraints (Which obstacles might get in your way?)

A few students had no time or desire to bake a cake. So we had to reschedule again and ask other students if they could prepare something.

6. Evaluation (Did you achieve your main goal? What went well? What went wrong? Which difficulties did you encounter? How did you solve them? ...)

The cake sale was successful and we collected 65,71 Euro. For the next sale you should consider that some students aren't able to bake at that time.

Project plan

Which steps do you have to take?	Until when?	Who is responsible?	\checkmark
First ask the school secretary's office when a sale can be made		A classmate	
Look up who the next 10 students are to bake the cakes and put them in a group	A week before	A classmate and me	
Organize who can bake either muffins or a cake and what flavour so that not everything is the same	A week before	A classmate and me	
Organize a cash register with enough change	Last day	A classmate	
Set up a stand in the school and cut the cakes into pieces	Day of sale	Five students	
After the sale, dismantle everything and count the money	Day of Sale	Four students	