



# Celebration Plan



## What

A moment to consciously reflect on the successes you have achieved and to acknowledge everyone who was involved for their contribution. Celebrations can be planned throughout a project. They mark a transition, where you wrap-up a phase and start with a new journey.

## Why

Celebration, whether by reaching a project milestone, capturing key lessons learned or acknowledging the hard work of your team and partners, is not just a moment. It's a momentum. Celebration represents progress and achievement. And there are unique ways it can be ritualised to boost the outcomes, the people and the partnerships that drive a project.

## How

1. At the start of a project, mark celebration moments by using the Celebration Spiral worksheet. On the spiral, create a starting point and an endpoint.
2. Identify one or more key celebratory moments in your project, and add other important moments too. Based on these moments, decide on the right time to celebrate. Examples of celebration moments can be completing a deliverable or project phase. Mark these celebration in your calendar.
3. During the celebration, make sure there is a festive and uplifting atmosphere. It can also be a team ritual. Think about location (the celebration can also happen virtually), decoration and music. The most important point to celebration is that everyone feels like they are a part of it.

## Reflection moment

Discuss with the group:

- What was the biggest challenge you encountered? How did you overcome it?
- What was the biggest learning you gained? How can you integrate it in your future work?



Key people who were involved in the process



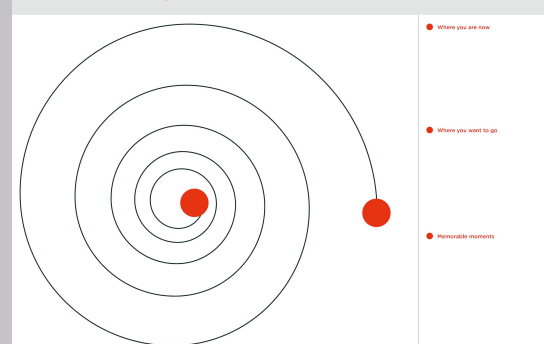
**Preparation:**  
15 minutes  
**Celebration:**  
30 - 60 minutes



- Digital or printable Worksheet
- (Paper and Pen)

This tool has a printable [worksheet](#) or a digital version on the next page!

### Celebration spiral worksheet



## Spiral worksheet instructions

You can fill in this digital worksheet by downloading it as .pptx and typing in the text boxes of the image.

