

Steps for Effective Planning

1. Work as a team.

As you plan, who will be the facilitator, the recorder, and the timekeeper?

2. Identify the needs.

What are the needs of the group for whom you are planning?

3. State your goals.

What are you trying to accomplish through this activity, project, or program?

4. Identify partners and resources.

Who in your community can help you meet the goals of your activity, project, or program?

5. Work out the details of your plan.

The plan needs to cover the following key items in detail:

Where?

When?

What is the target audience?

Who will do what?

What is required for each part of the event (for example, prayer, activities, food, speakers)?

6. Create ownership and support.

How will you get the word out about the event? Who will you include to ensure its success?

7. Create an evaluation strategy.

How will you know if your activity, project, or program was a success and what needs to be improved?