PROJECT PLANNING FUNDAMENTALS

REBECCA EVANS 16TH JUNE 2022
DIOCESE OF TRURO

TRANSFORMATION CORNWALL†

Strengthening Faith Based Social Action in Cornwall

VARIED APPROACHES

PRINCE2®

WATERFALL

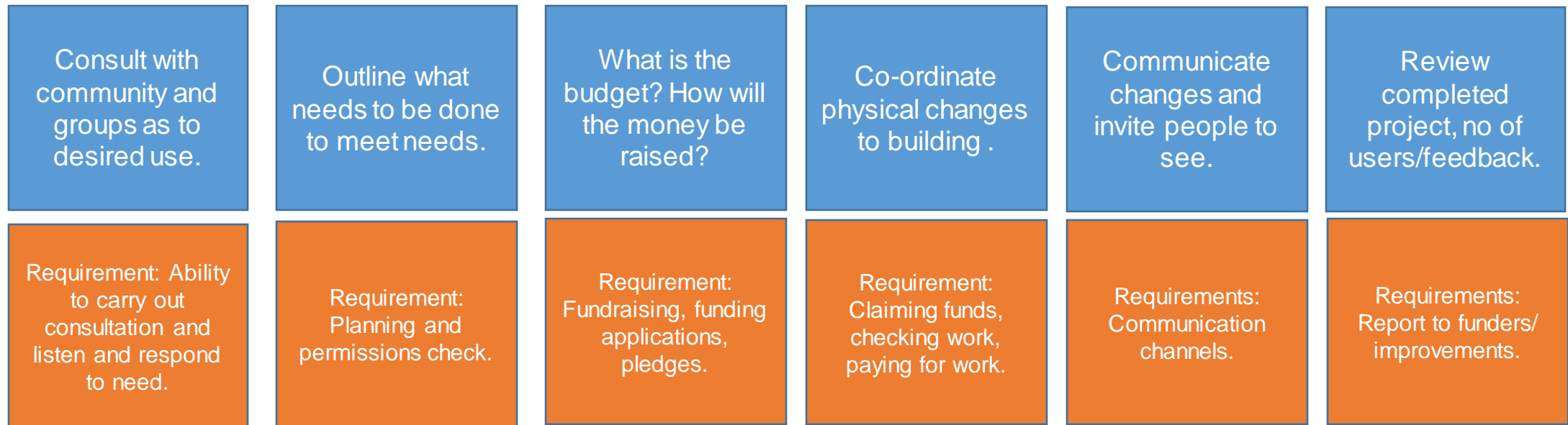agile

THE FUNDAMENTALS

1 – IDEA & VISION

- What will our project achieve in the broadest terms?

- Who are our beneficiaries?

- Come up with some options for how you could make a difference.

- Take your options to your community for feedback.

2 – OBJECTIVES AND OUTCOMES

- Map out the story of the project and its users and identify the deliverables required for the project. Basic example: Repair of building for wider community use.
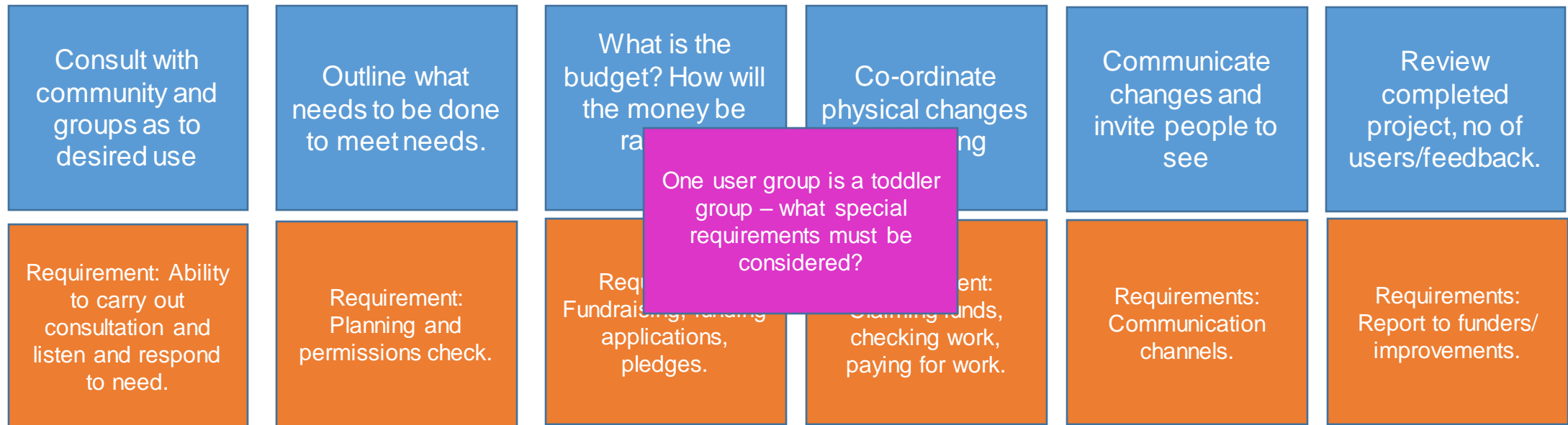
Beneficiary and project journey:

Consult with community and groups as to desired use.	Outline what needs to be done to meet needs.	What is the budget? How will the money be raised?	Co-ordinate physical changes to building .	Communicate changes and invite people to see.	Review completed project, no of users/feedback.
Requirement: Ability to carry out consultation and listen and respond to need.	Requirement: Planning and permissions check.	Requirement: Fundraising, funding applications, pledges.	Requirement: Claiming funds, checking work, paying for work.	Requirements: Communication channels.	Requirements: Report to funders/ improvements.

2B – PAIN POINTS AND PERSONAS

- Think about different types of beneficiary and how the journey might be different.

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One user group is a toddler group – what special requirements must be considered?

3 – PROJECT PLAN

- Assign requirements and tasks within team. For example, a team to be in charge of exploring building options, another advertising and social media.

- Assign tasks against timescales: when will you need to have arrangements in place? Assign tasks to 2-3 week chunks of time. Map out the dependencies within tasks.

- Regularly meet to check the project plan, realistically changing it as needed. Share any blockers with the team to work through them together.

3 – PROJECT PLAN
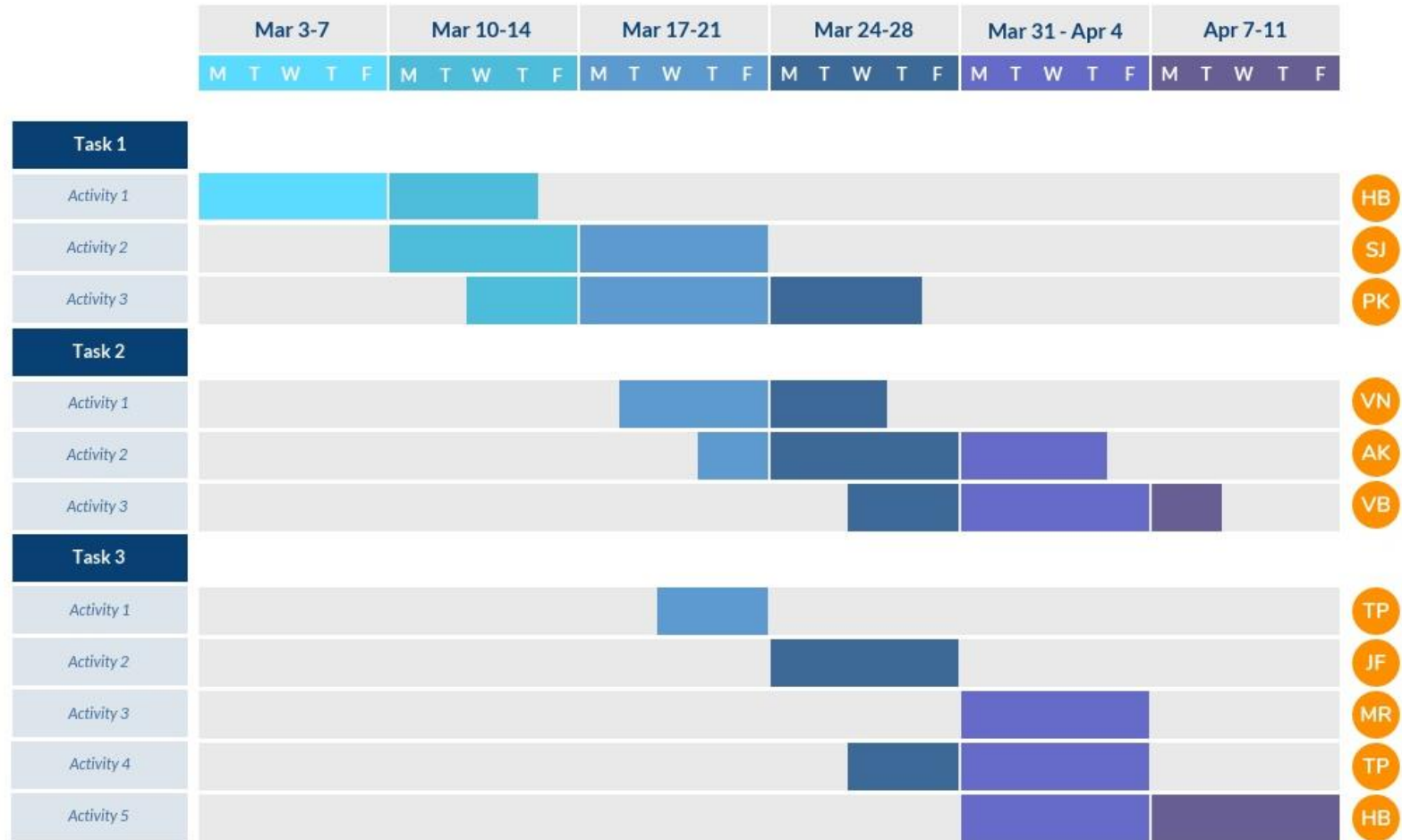
4 - FUNDING

- When you've mapped tasks and requirements against timescales you need to create a budget.

- What are the associate costs with each task and requirement?

- How will you meet project costs? Direct fundraising? Applying to grants?

- Transformation Cornwall and Diocese of Truro can help signpost.

5 - EXECUTION

- Don't expect perfection! It's better to start with a minimum viable service than over-plan and deliver nothing.

- Consider a small scale rollout of your service at first.

- Keep communicating with your users and community.

6 – FOLLOW UP

- Meet with your team at regular intervals to examine the project.

- Are you delivering on your vision?

- Are there any blockers? How can you address them?

- Celebrate success, but always look to improve where needed.

THANK YOU

Any questions?