


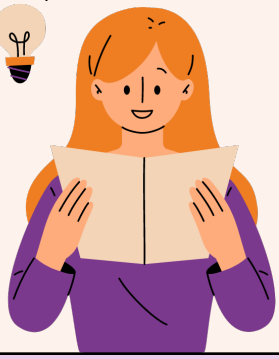
Project Planning from start to finish Webinar

By
Elizabeth Carnelley & Ala Elghajji



Agenda:

- Developing your vision
- Identifying and Involving stakeholders.
- Conducting a needs assessment.
- Collecting, Analysing and Presenting Data.
- Developing your action plan.
- Implementing and Monitoring your project
- Project reflection workshop



WHAT IS A VISION:



- A vision is the goal that your work hopes to accomplish, both in the short and long term.
- An easily understood vision that is owned by the key people involved is usually the starting point that leads to effective written plans, fundraising, management and delivery of projects and their beneficiaries.
- A vision works to energise and motivate people, provide direction and gain commitment from people involved.
- Even for long-established projects, it's good to periodically revisit and evolve their vision to reaffirm why they exist.



Vision vs Mission



The vision is what you want to see happen tomorrow
e.g. a world where young people flourish



The mission is what you are doing today to make it happen
e.g. we are educating young people to achieve their educational goals.

You need a plan to make your vision a reality.

Inclusive Vision Development:

Things to consider to make your vision development is **inclusive**:

- **Consensus**
- **Jargon Busting**
- **Words or Pictures**
- **Accessibility**
- **Assistance**
- **Ownership**



The 7 W's Vision Development Tool

- The simple 7 W's tool provides a framework for vision development. The resulting answers may become the basis of a written action plan.
- The 7 W's are the basic questions every funder/decision maker will ask you about your project



The Questions:

W1. Who are the people who will benefit from the project and those working with you

W2. What are your aims?

W3. Why do you want to do your project/ activity?

W4. Where is your project taking place, e.g. on the street, in a faith building, or across a district?

W5. When do you want to carry out your project, including timescales, opening hours; and contingency plans if you don't meet expected timescales?

W6. With what resources will your project be carried out?

W7. Work out how your project will actually be achieved.

Involve stakeholders:

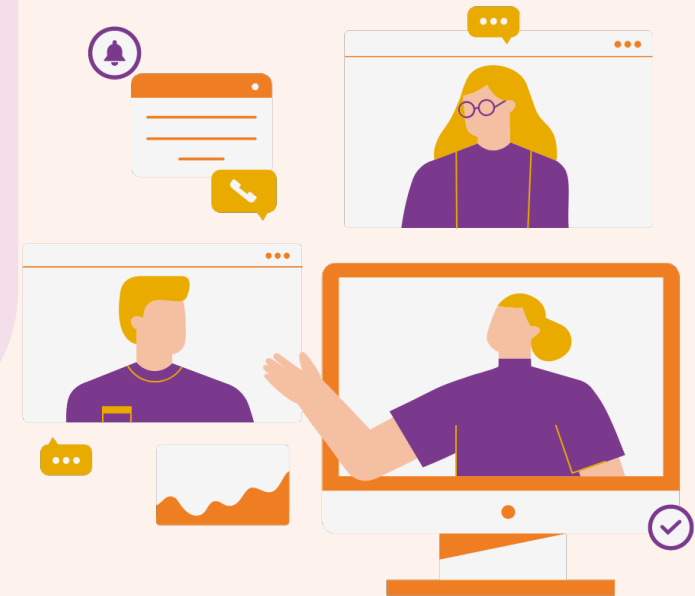
- Importance of identifying and engaging stakeholders in the project planning stage.



Breakout rooms

In groups agree on a project (hypothetical or real) and discuss the following:

- List the different groups of people who would be affected by the following project or have an interest in it.
- How they might impact the project?



Involve stakeholders:

- Importance of identifying and engaging stakeholders in the project planning stage.
- Types of stakeholders.
- Tips for engaging stakeholders in the project planning process.



Conducting a Needs Assessment:





Data Collection:

- Designing the Data Collection tools
- Collecting the data
- Analysing the data
- Presenting the data.



Create an action plan

“VISION WITHOUT ACTION IS MERELY A DREAM. ACTION WITHOUT VISION JUST PASSES THE TIME. VISION WITH ACTION CAN CHANGE THE WORLD.”

Joel A. Baker

Developing your Project Plan:

- A critical document to outline the objectives, strategies and tactics.
- In the form of funding application, Theory of Change (ToC), Log-frame etc
- Key components of a project plan:
 - Project Goals
 - Objectives
 - Timeline
 - Budget
 - Risk management plans
 - Resource Plan.
- Review and Update the project plan regularly to ensure that the project stays on track and meets its objectives



PROJECT AIMS, OBJECTIVES, OUTCOMES AND TARGETS

When applying for grant funding, funders will ask questions about how you will evaluate your project. The questions might look something like this:

How will you evaluate your project? How will you know what success looks like? What are your project targets? Or simply, Please detail your SMART targets.

Use the following notes to help plan your project and complete applications.

GRANT APPLICATION QUESTIONS

It is impossible to have end goals when you don't know what you want to achieve in the first place, and how you will measure that. At the planning stage, you will have to think about the whole project lifecycle including what you will ask participants at the end of the project. Grant applications generally ask these main questions:

- **What are your aims?** – This should be a high-level goal that you want to achieve with your project. For example: *To improve the mental wellbeing of people in our community.*
- **What will be the main objectives of your project?** – These are what steps will be taken to achieve the desired outcome. Objectives are actions – things you do during the project. In order to improve the wellbeing of your community, your objectives might be: *We will recruit 30 adults from the community; We will give 4 therapy sessions; We will create a booklet of health and wellbeing tips as a group.*
- **What will be the main outcomes of your project?** – These are the changes you will have caused due to the project. To improve the wellbeing of your community, your outcomes might be: *Participants will have learned coping techniques for depressive thoughts; Participants will be more confident in how to support others in the group; Participants will have an increased understanding of their mental wellbeing.*
- **What are your metrics/measurable variables?** – To achieve your objective, you need to find something you can easily measure. If your objective is to improve people's wellbeing, you could ask people if they 'feel happier'. Your metric is 'feeling of happiness'. This is not really something you can count, so this would be 'qualitative data'. Or you could ask people how many times a week they felt 'depressed' before the sessions, and also after the sessions. This is something you can count, so it is 'quantitative data'. Your metric is 'number of times people feel depressed'.
- **What are your SMART Targets?** – After you have decided your objectives and you know what metrics you can measure, you must decide on some results that you want to achieve. These will be your targets. (See below for more information.)
- **How will you evaluate/measure your success?** – After you have finished your project (and sometimes during the project delivery), you will need to check if you have achieved your targets. This means you will need to decide on suitable 'evaluation tools' (ways to gather information) so that you can measure your success i.e. see whether you have met your targets, or even exceeded them!

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Grant Writing Workshop Elements

- Understanding Grant Makers' Needs
- Grant Writing – Step by Step Guide
- Where to Source Funding Opportunities
- Compilation of Current Grant Opportunities with Deadlines for Application

Writing For Grants Making Grant Applications for Community Activity



Workshop Leaders
Femi Olasoko NN Peterborough
Beth Henwood NN Leicester

APPLICATIONS FOR FUNDING



Introduction

This toolkit is designed to help you understand what a funder is looking for in your application and reveals the hidden things that they won't necessarily ask for but will want to see. It may initially seem like a 'dark art' but anticipating the hidden requirements as well as the requested ones in an application can be quite simple once you understand what makes for a good application. With this knowledge you will be able to develop a greater confidence in what you are sending and potentially succeed where you have previously failed in gaining the confidence of funders in supporting your work.

This Near Neighbours Toolkit has been developed in partnership with the St Philip's Centre and has been written by John McCallum, Near Neighbours East Midlands Coordinator. John would like to acknowledge the many people and organisations that have provided information and advice that have contributed to the information in each toolkit.

INFORMATION

For more advice and support on any of the issues raised in the toolkit please contact Near Neighbours on:

- www.near-neighbours.org.uk
- www.facebook.com/nearneighbours
- @nearneighbours
- @nearneighbours

WWW.NEAR-NEIGHBOURS.ORG.UK

Applications for funding

Feb 20, 2018



PLANNING YOUR BUDGET



Introduction

This Toolkit will help you construct a basic budget, setting out your plans in an understandable and appropriate financial description of activity.

A good budget will help you keep control of finances, making decisions based on reality not guesses, and help you to ensure that the money you have is used to the best effect. It will also demonstrate to grant-makers that your finances are likely to be managed effectively.

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Planning your budget

Feb 20, 2018

Online

Near Neighbours Resources for writing a project plan:

- [Writing for Grants: Making Grant Applications for Community Activity.](#)
- [Smart Target Guidance Toolkit](#)
- [Applications for Funding](#)
- [Planning you Budget](#)



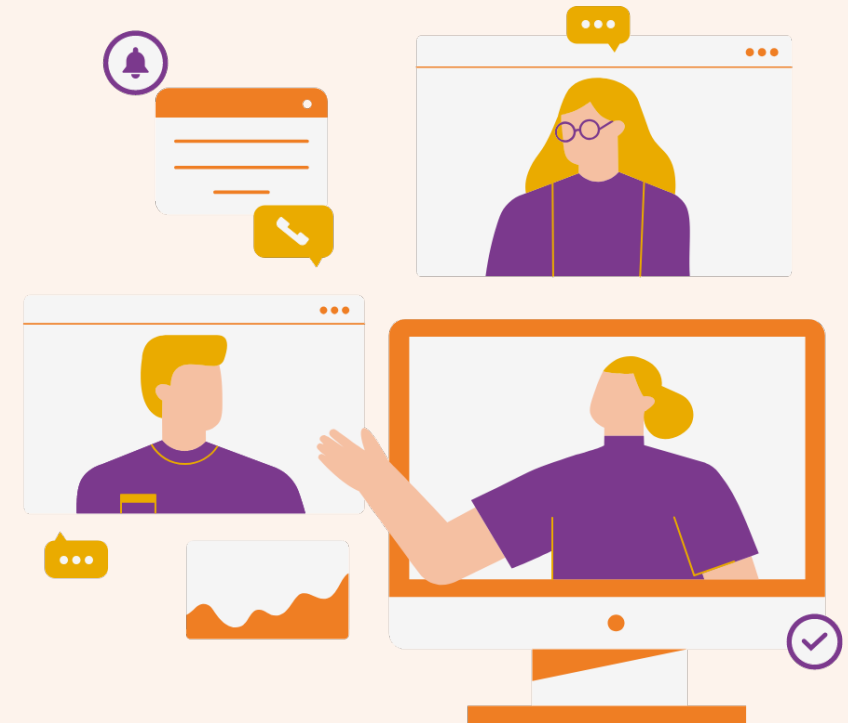
Implementing & Monitoring Your Project:

- Key steps involved in project implementation include, project monitoring and control, stakeholder management and communication.
- Ensuring a successful project implementation and monitoring depends on establishing clear project goals, maintaining open communication with stakeholders and regularly tracking and reflecting on the project's progress.
- A powerful tool for monitoring the project is **THE PROJECT REFLECTION WORKSHOP**.



Breakout rooms

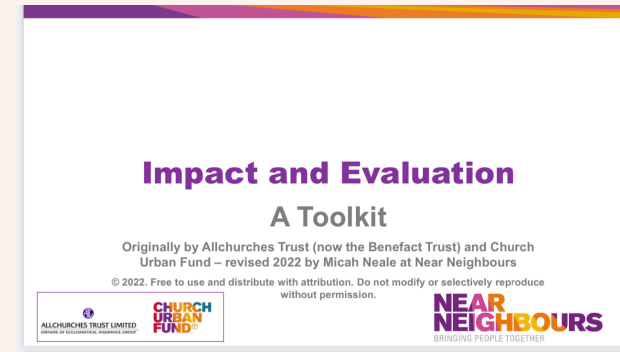
- Based on the project you used in the first exercise, discuss the following:
 - What type of data do you want to collect at this stage of project implementation/Monitoring? Qualitative or Quantitative?
 - How will you collect it?



Impact and Evaluation Toolkit

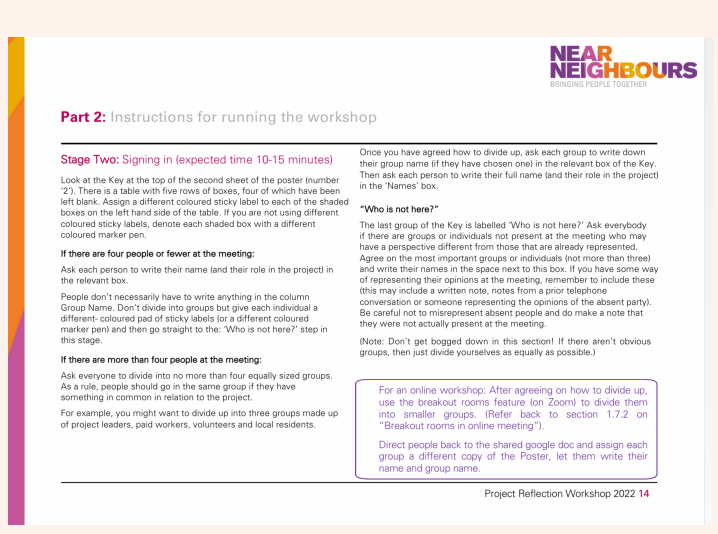
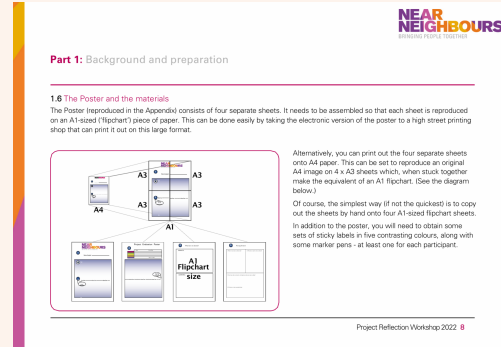
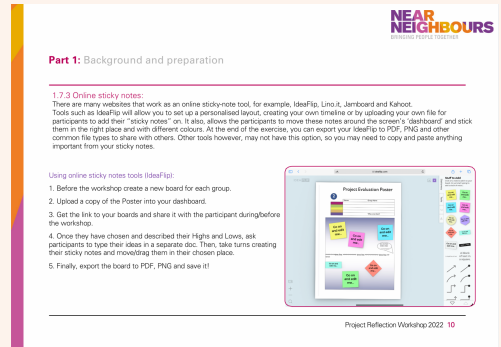
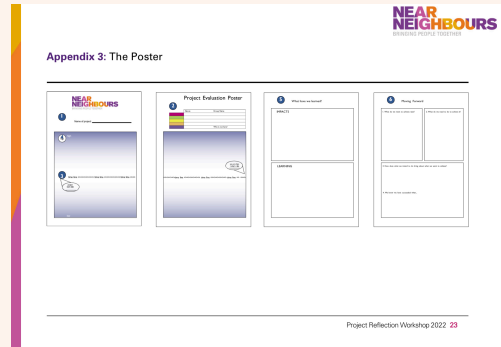
The purpose of this toolkit is to equip groups to engage in small-scale social action projects to:

- Think about the kind of impact they want to have
- Think about how to measure the impact
- Choose and use qual and quan tools for gathering data
- Reflect on and use their evaluation data effectively



Project Reflection Workshop:

- Fully structured workshop with instructions to deliver it online or in-person.
- The workshop designed to take around 2-3 hours and includes an interactive poster incorporating a Timeline (for Looking Back) and a Planning Template (for Looking Forward) to encourage a process of reflection and learning.
- Designed to encourage better quality participation



THANK YOU

ANY QUESTIONS