

PLAN YOUR ACTIONS

FACILITATION

THIS TOOL WILL HELP YOU TO:

- ★ plan for a start-up project
- ★ guarantee the successful launch and execution of a project.

HOW TO:

If working in a group you will need a flip chart, thick markers and A5 or A6 cards.

- 1 Create the Context:** Commit to making a concrete Action Plan for your project. Discuss what has already been decided about the project (who, what, why, when, how etc).
- 2 Decide the Victory:** Visualise the future and the ideal completion of the project. What would be wonderful if it could happen as part of it? What do you see, hear, feel? Write responses onto a flipchart inside a big circle.
- 3 Reality Check and Commitment:** List the current strengths and weaknesses, and future benefits and dangers of the Victory. Make notes on the flip chart in four quadrants. At the end, read the quadrants and the Victory aloud and ask what are we committed to bringing about? Write 3 - 5 brief statements of intent or outcome inside a circle on another flipchart. Does it need altering at all? Write a statement that summarises the group's commitment to achieve the final Victory.
- 4 Identify Key Actions and Implementation Steps:** Brainstorm actions that need to be done to carry out the commitment. Get at least 2 practical actions from each group member. Organise actions into action clusters and name their area (e.g. finances, policy etc). These are different sections or taskforces of your project. Each taskforce start with naming one major accomplishment their team needs to deliver in order for the whole commitment to be achieved. Write this on a card and put at the end of the relevant row on the common timeline. Each taskforce then writes the many stepping stones that need to be done on smaller separate cards.
- 5 Creating Implementation Timeline and Assignments:** Post butchers paper across a wall and draw a calendar across it - starting in the left with the current date, and ending in project completion at the right. Divide the calendar with horizontal lines into sections for each taskforce of your project. Stick all actions on the calendar in their section, against the dates that the actions need to be done. Assign all actions resources needed, deadlines, and people responsible. Make adjustments between the different taskforces if needed.



- 6 Reflection:** What stands out from this process? Where do you sense you've had a breakthrough? What are you looking forward to? Create a catchy title or visual image of the task ahead. What will be the significance of accomplishing these actions? What you need to do next to make it all happen?

BRING IT TO A MAKE CHANGE HAPPEN MEETING

Report back

Describe the process of using the this tool on your project. What insights did you gain? What changes will you make to your project as a result? Did you have any difficulties your Make Change Happen group could advise on? What tips on the tool do you have for your Make Change Happen group?

Practice run

If you are going to run a Plan Your Actions session you might want to practice it first.

Book the longest slot in a Make Change Happen meeting you can (approximately 20mins). A Plan Your Actions session can take from 4 hours to a full day, so you won't be able to practice the whole thing. Think about which sections you most want to practice, and design an abridged version.

Ask other Make Change Happen participants to role play with you. Brief them on your group and project. Let them know any particulars you want to practice. You could even give some of them set characters, perhaps a difficult member of your project group you are concerned about.

Run through an abridged version of the session. Make sure you've thought about timing, both for the real session and for your abridged practice session. The support and feedback you'll get will make it all worthwhile.

PLAN YOUR ACTIONS

**VISUALISE THE FUTURE AND THE IDEAL COMPLETION OF THE PROJECT.
WHAT DO YOU SEE, HEAR, FEEL?**

COMBINE THIS TOOL WITH:

Give and Receive Feedback

Cut Your Issue

Set S.M.A.R.T. Objectives

Decide with Dotmocracy

Decide with Plus Minus Interesting

This process is called 'Participatory action planning' in the Technology of Participation (ToP) of the Institute of Cultural Affairs and documented in several books. Adapted from Unfolding Futures (www.unfoldingfutures.net). For more information or support please contact Richard and Maria Maguire from Unfolding Futures on +61 2 9896 3839.