



## COMMUNITY PROJECT/ ACTIVITY PLANNING CHECKLIST

The below checklist lists things to consider in the process of setting up your project/ activity.

*Note: this is not a complete or a compulsory list – it is simply to assist in your planning – it is the responsibility of the project/ activity organiser to plan wisely. Our Community Development Co-ordinator can assist you in this process.*

### Starting Your Project

- Is there a need for your project/ idea? What is the need?
- How does your project relate to the community plan? (Te Ara Whakamua o Whaitara)
- What are the results/ outcomes you expect to see? How will you show that you have achieved?
- What information do you need to collect to enable you to do this?
- Will your project need funding/ resourcing? What will you need?
- Is there support for your project? How do you know? How will you engage to find out?
- REMEMBER – there are no guarantees you will receive funding/ resources from TAWoW

### Committing to Your Project/ Activity

- Name your project/ activity (you can use a temporary name until final name confirmed)
- Draft a clear description of your project or planned activities
- What is your timeline for your project/ activity – draft one from start to finish
- What is your budget for your project?
- How will you source funding and resources? – you will need more than one source of support
- Gather examples of how you engaged the community for support; e.g. survey, facebook
- How you will enable the community to get involved?
- Are there any projects like yours already operating? If so, can you learn from them?
- Are there any issues/ risks getting your project up and running/ completed? - how will you manage these? (e.g. do you need a health and safety plan/ risk management plan?)
- Do you need any permissions/ consents?

### Setting Up/ Launching Your Project

- Finalise the name for your project
- Draft a communication plan and put it into action
  - Think about your audiences – use the right channels
  - How will you inform people about what you are doing, how do they get involved?
  - Will you need to organise a meet and greet to launch your project?
  - Will you need to organise a gathering/ celebration when it is finished?
- Start your project. Remember to give regular updates/ reports to funders/ stakeholders
- Prepare stories for media and community telling them about your progress during project

### Post Project Analysis

- Make sure you meet any requirements to report to funders/ stakeholders and community describing how your project went and what you achieved/ how you used the funding etc
- Do a debrief on your project – what were your success/ challenges/ what did you learn? How can you share your learning with others?
- Start planning your next project