

# Create Your Own Planning Process



## Step One: Preplanning and project management

1. What is the budget for this planning process?

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2. How many workdays will pass from the first day of planning, to the day the plan is due?

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3. How much of your time is available for planning?

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4. How much time from others is available to help you with the planning process?

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5. What other people will be involved with this planning process, and what role will they have?

*Person*

*Role*

<i>Person</i>	<i>Role</i>
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In the table below, indicate which steps you will undertake, and how much time you will allocate.

Planning step/technique		Hours/ Days
<b>Step Two. Conduct a situational assessment</b>		
Consultation with stakeholders/intended population:		
	Using individual consultations.	
	Using focus groups.	
	Through forums.	
	Through Delphi methods.	
Literature review		
Review of past evaluation findings.		
Review of mandates, agendas, policies and/or guidelines of stakeholders.		
PEEST analysis		
SWOT		
<b>Step Three. Develop/revise the goals, intended population, and objectives</b>		
<b>Step Four. Develop/revise the strategies, activities, resources</b>		
<b>Step Five. Develop/revise the evaluation indicators</b>		
<b>Step Six. Review the program plan</b>		
Develop, review or revise a program logic model.		