

Project Planning

Compost London CIC

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Project Planning Why is it important?

- ▶ So nothing gets forgotten
- ▶ Allows you to programme when things can to happen
- ▶ Helps share plans
- ▶ Helps delegation
- ▶ Manage resources and time
- ▶ Helps with identifying and timing other activities eg risk assessment
- ▶ Plan spend against instalments



Project planning

- ▶ Some ways that can help
- ▶ Gant Chart
- ▶ Excel spreadsheet
- ▶ Word table
- ▶ Annotated diagrams

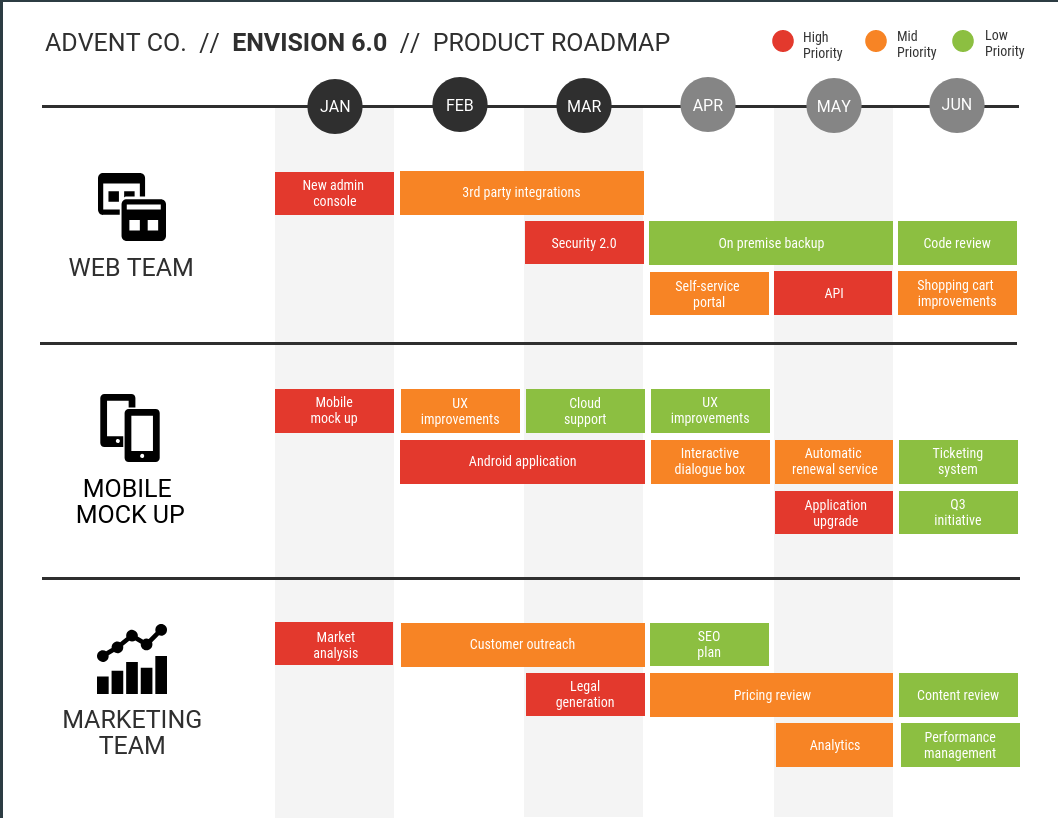


Examples of Project Plans

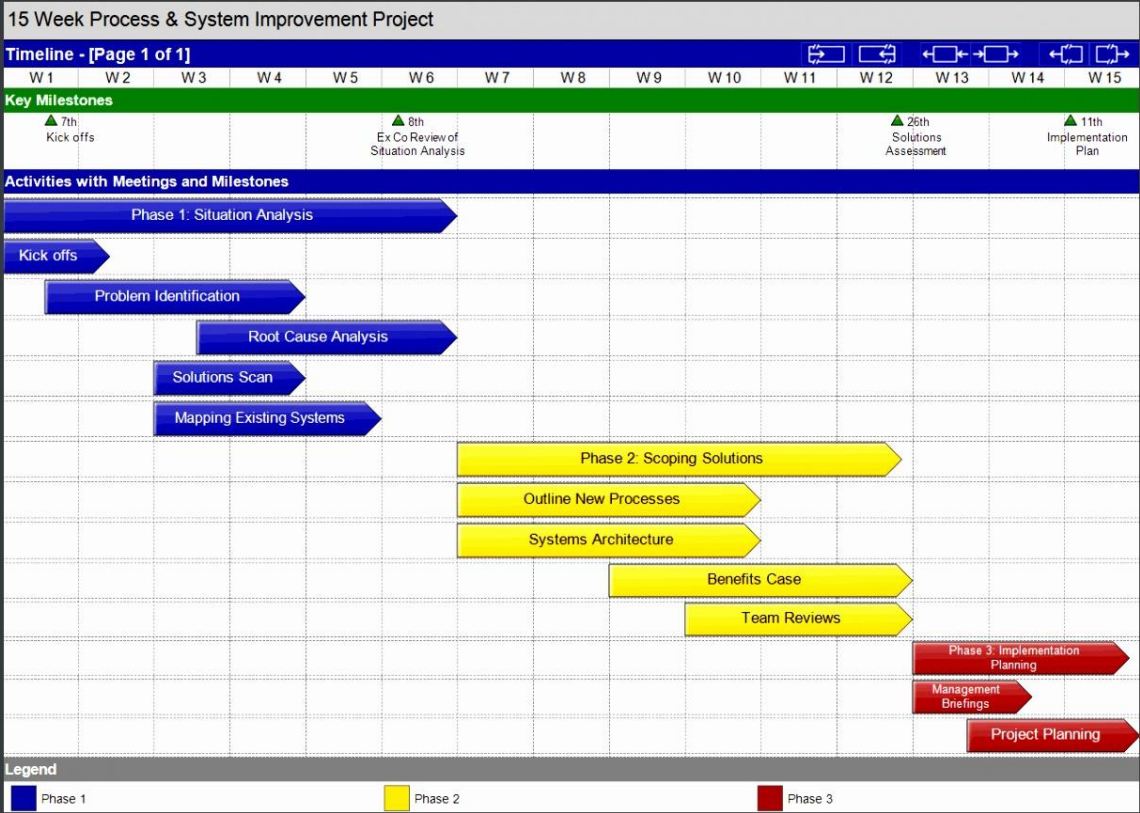
Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	
<i>Book space</i>		<i>Book all dates</i>							
<i>Find volunteers</i>									
<i>Hold events</i>									
<i>Write monitoring report</i>									
<i>Facebook up and monitored</i>									



Examples of Project Plans



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Examples of Project Plans

Date	Task	By whom	Budget	Completed / comment
June 22 week one	First community event	Mary Amal and Julius	Food and volunteer costs - up to £50.00 Space costs £100.00	Need to book space, risk assessment and safeguarding. Order food Arrange for equipment to be at space Tables chairs and activity stuff Get volunteer vouchers Marketing out 3 weeks before



Project planning - Exercise

- ▶ Take 3 pieces of paper
- ▶ Draw an outline on them
- ▶ like this --->
- ▶ Mark one “During the project”
- ▶ Mark another “Before the project”
- ▶ And the third “After the project”
- ▶ Start with during the project
- ▶ Start with your project and unpick what tasks need to happen before, during and after
- ▶ Put these tasks on the appropriate sheets
- ▶ The date could be an actual date or “3 weeks before the event”
- ▶ Once you have everything you can think of you can rearrange them in date order





Any
Questions?

Other help available

- ▶ Neighbourhood managers / link people
- ▶ Compost Newham - info@compostlondon.org.uk
- ▶ Training sessions - SWA, Compost, Compass Wellbeing
- ▶ caroline@compostlondon.org.uk

