

Planning

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Troop Guide 031

Learning Objectives:

- List the stages required in planning.
- Apply these stages to planning exercises in this course.
- Apply this skill in long-term & short-term program planning of individual troop meetings & activities.
- Evaluate a plan on the basis of the group's success in carrying out the plan.
- Explain the importance & value of careful planning.

Step 1: Consider the Task.

- What is the task?
- Does everyone agree/understand the task?
- Decision: **Who, What, When, Where and Why.**

Step 2: Consider the Resources

- What are the resources?

- Remember that people are resources.
- Who has the experience?
- What equipment do we need?
- Consider time as a resource.
- Decision...

Step 3: Consider the Alternatives.

- Think of what could happen.
- Make a plan B.
- Decision...

Step 4: Write Down the Plan.

- Most important step.
- Can be reviewed and revised.
- Formalizes the group's decision.
- Becomes a checklist
- People can accept their part of the plan.
- Everyone gets a copy.

- The plan can be filed with whomever is in charge.

Decision...

Step 5: Put the Plan into Action.

- Follow plan as closely as possible.
- Be prepared to use alternatives.
- Stay Focused.
- Carefully weigh any temptation to depart from the plan unless there's a good reason.
- Decision...

Step 6: Evaluation.

- Was the job done?
- Was the job done right?
- Was the job done on time?
- Did they help?
- Are they pleased with the effort?
- Are they eager for the next job?

BUZZ GROUPS

Summary:

- The six stages of planning are important because of the ways they aid in the planning process.
- Planning is essential because of its effects on the task.