

Planning Ahead – your Community Review Project Plan



Why create a project plan?

Many steering groups have found it useful to put together a simple project plan to help them think through the next steps of their Community Plan. This can save groups time and effort in the long run by making sure that everyone knows exactly what needs to be done when, by whom and with what resources.

It's up to your steering group to decide how much time to spend planning the work ahead. This will depend on how ambitious you want to be!

Below are some pointers for producing a simple project plan along with a template that you can adapt for your own use.

1. Decide what needs to be done

To start with, it is important that members of your steering group understand the community planning process. Think about how you can structure the work of your plan around the steps outlined. These should be thought of as broad objectives which frame everything else that you do.

2. Decide how you will do it

It is up to your community to decide how you will work towards each step of your Community Plan. This should be based on your aspirations for the plan, the local context and the resources that you have at your disposal. When planning this work, you will probably end up with a sequence of tasks that are often dependent on one another. Using the template provided to try to think about each task in turn, mapping out who will be responsible for making it happen, when it needs to be done by and the resources that will be required (making sure all costs are reflected in your budget).

See also: Funding advice

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Funded by



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3. Do it!

This is the important part. Refer to your project plan frequently to make sure that you are on track. In some cases, you may need to change some of the tasks proposed as you learn from experience. This is quite alright, so long as you keep your sights on the bigger picture. Also, remember to keep everyone up to date with what's happening and evaluate progress as you go along.

See also: Template evaluation form