

# **Project Development**

## **Stage 1 What is your current position?**

### **1. Write a series of short statements about your project in terms of:**

- Core aims and objectives
- The service it provides
- Where it is located
- Current or expected client/user base
- Staffing levels
- Resources - buildings, equipment, transport etc
- Management - structure and effectiveness
- Funding position

## **Stage 2 Timelines**

### **2. Create a skeleton timeline for your project. Begin to fill in the significant events and milestones that you can identify at this point.**

## **Stage 3 Building your team**

### **3. What services and support do you currently have and whose services and support will you need to secure in order to implement your plans effectively e.g.**

- Management Committee/Board
- External providers of resources and services
- Colleagues from other agencies
- Specialist advisers
- Accountants /auditors
- Fundraising advisers /consultants
- Other?

## **Stage 4 Future options for development**

### 4. Think about future developments:

- How is your work likely to evolve and develop in the next few years?
- Will you have to grow, adapt or change your operation?
- Will these changes happen short, medium or long term?

What will you need to do to cope with these changes? The difference between what you do now and what you will need to do in the future determines the size and shape of your development programme. Using the results of stages 1 -4 you can begin to identify the necessary and/or desirable developments in each area of your work e.g.

- Development of the service
- Development of the client base
- Development and building of the staff team
- Identification of new resources - The extra funding required (approximation)

## **Stage 5 Your Draft Action Plan**

By now you have a clear idea of your operating context and objectives and have generated a list of definite plans and possible future developments.

### **What you need to consider is:**

- Who will take part in the discussions to finalise the shape and form of each part of your development?
- Who will be responsible for writing them up into the plan?
- Who will actually manage the project?
- Who will undertake the research into future funding?
- Who will write and follow up applications, approaches to local businesses etc?

*It is important to identify or name the person or persons responsible for ensuring that each task is done and that they report back to the committee. If you don't you will probably find that nothing gets done*

### **Look at what needs to be done:**

- Immediately
- 0-3 months
- 3-6 months
- 6 months - 1 year
- years 2 & 3

All information provided curtesy of:

Local Network Fund  
Outreach and Support

