

# Seven Steps of Good Planning

1. Set a broad goal or objective

What is the purpose of the event? Does it fit within one of Venturing's six experience areas? The goal needs to be clear to all participants.

2. Decide what form the project/activity will take

What exactly has to be done? When does it have to be done? Where is it to be done? Who does what? How is it to be done? Write it down.

3. Get everyone affected involved

Good planning must involve everyone affected to ensure both their understanding and their commitment. Most people like the activities they helped plan.

4. Consider resources available

What facilities, equipment, materials, supplies will be needed? How will the project be funded?

5. Develop a step by step course of action

Avoid generalities, be specific. Delegate specific tasks, write them down, and have a time deadline.

6. Consider alternatives

Be flexible; consider possible emergencies. Be willing to change the plan if needed.

7. Follow through to completion

The project leader must effectively push the organization toward completion.