

Team Building

Project Facilitator/Club Officer Guide

Have a vision, set goals and make a plan

A guide to planning a successful project/Activity/Term of Office

STEP 1: Formulate a broad vision. Write down your own personal vision and goals.

Note: When you meet with your committee or Executive Board, be open-minded and ready to modify your personal goals based on your team's input.

STEP 2: Make a list of 4-6 of the most important objectives necessary to achieve your personal vision. Please remember that objectives must be clear and measurable.

STEP 3: Make a list of 5-10 of the most important actions necessary to achieve your objectives.

STEP 4: Identify 3-4 key actions you listed in step three that you feel you cannot delegate.

STEP 5: Assign the people responsible for any actions that you can delegate.

STEP 6: Make an action plan. To help you in this process it may be helpful to use the Action Plan Grid attached, or any other form you may design to provide a step-by-step planning approach. For each action, take some time to (1) formulate the desired results, (2) fully describe the action and (3) pick the person(s) to whom you want to delegate the action.

STEP 7: Complete the criteria of your own key actions and ask the people you have assigned to provide assistance to do the same prior to the beginning project/activity/term of office (set specific date). For each action the following needs to be addressed:

- The desired results
- The resources required
- The time needed to achieve the goal
- The people needed to make it successful
- The tasks required to achieve the goal
- Measurements that indicate you are on the right path
- The ability and determination to make changes, if needed