

# Training Project Planning

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# What is a project?

Is a means of solving problems or take advantage of opportunities.



# Project Planning

If you fail to plan,  
plan to fail.

# The Plan of Action

1. The Mission.
2. Key Activity Areas.
3. Objectives in each Area.
4. Strategies to achieve each objective.
5. Action Steps in each strategy

# Project Planning Process:

1. Survey.
2. Analysis.
3. Planning.
4. Action.
5. Evaluation.



# Characteristics of a good plan

- Organized.
- Fulfills needs.
- Offers opportunities.
- Is achievable.
- Is simple.
- Is clear, specific.
- Is flexible.
- Has a balanced program.
- Is well financed.
- Is complete.



# Murphy's Laws:

1. If something can go wrong, it will.
2. Nothing is as simple as it looks.
3. Everything costs more money than you actually have.
4. If you explain something very clearly for everyone to understand, there will always be someone who did not.

# Implementing the Plan

1. Promote the Plan.
2. Select the right people.
3. Supervise.
4. Review.



# Project Planning Forms:

1. Project Proposal.
2. Project's Major Objectives.
3. Budget.
4. Committee Organizational Chart
5. Committee summary of Action.
6. Completed Project Report.

**STEP ONE: MAKE A LIST OF POSSIBLE PROGRAMS**

**STEP TWO: APPOINT TASK FORCES**

**STEP THREE: CONDUCT RESEARCH**

**STEP FOUR: WRITE A PLAN**

**STEP FIVE: IMPLEMENT THE PLAN**

Meet with your task force to develop a written plan. The plan should have the following:

- Goals and Objectives
- Action Steps
- Time Frame
- People Needed
- Public Relations
- Resources Needed

# STEP ONE: Make a list of potential projects

(MAKE A COPY OF THIS SHEET FOR EACH PROGRAM)

Potential Project: \_\_\_\_\_

How would you improve the situation? (Include one or two ideas per person) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will you need people? \_\_\_\_\_

Will you need funding or resources? \_\_\_\_\_

What type of specialization or skill is needed for this project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who should we contact to research the opportunity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## STEP TWO: Appoint a task force

Task force members:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



### STEP THREE: Conduct Research

(MAKE A COPY OF THIS FORM FOR EACH CONTACT)

Who do we need to reach?

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do they think that the club's project idea will help the community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are other organizations already working on this particular improvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do they think the improvement could be made? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How many people would be needed? \_\_\_\_\_

How much funding would be needed? \_\_\_\_\_

What resources does the contact have to help make the improvement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there anyone who would have more information about the project or would like to be involved (potential members)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do they think there are other needs that the club should consider? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## STEP FOUR: Write a plan

ACTION STEPS	PEOPLE NEEDED	BUDGET/ RESOURCES	TIME FRAME

Objective: \_\_\_\_\_

Objective: \_\_\_\_\_

What do we need to do to make this happen? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Overall budget: \_\_\_\_\_

Fundraising strategies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 区领导评估

区 评估 \_\_\_\_\_

日期 \_\_\_\_\_

此评估工具专门用来确定已经在区中进行的训练及领导能力发展活动，及找出扩大及改进这些活动的机会。

请运用此表格记录区的训练及领导能力发展活动。此表格供区全球领导团队(GLT)在咨询分区代表后填写，将成为区领导能力发展计划的指导方针。

区已有一个领导能力发展计划。

评论：

举办分会干部训练&讲习

举办频率：

主持者：

学员包括：

内容：



# 行动计划

一个制定完善的目标应该是具体的、可衡量的、可操作的、现实的和有时限的。请完成以下每个完善目标的模板。确保要说明您如何评估该目标之进度。如果在评估目标后，发现需要修改目标或行动步骤，请在「变更」栏目写下这些内容。

目标陈述				
行动步骤	负责方	所需资源（团队成员、科技、资金等）	开始日期	截止日期
评估		更改变动		

	培训	研习/年会/论坛	会议
活动目的	- 发展或增进技能 - 改变行为	- 具丰富信息 - 策略计划 - 组织更新	- 具丰富信息 - 策略计划 - 组织更新
参加人数	有限制，让所有学员能够充分地参与	无大小限制	无大小限制
教师要求	每间教师 1 - 2 位 教师	不要求	不适用
活动期间的互动	主动 (双向)	被动 (单向)	被动 (单向)
互动式学习并期望使用新技能	是	可有可无	否
知识测验或评估	是	可有可无	否
活动期间练习新技能的机会	是	可有可无	否
纪录学员出席率	是	否	否
纪录活动意见	是-培训评估	可有可无	否
活动范例	- 分会干部训练 - 导狮训练 - 分区主席培训 - 第一副总监培训	- 狮子会国际年会 - 复合区年会 - 区年会	- 区或复合区会议 - 分会会议 - 服务小组会议

# The Secrets of Success

There are no Secrets of  
Success.

It is the result of preparation,  
hard work and learning from  
failure.



Thank you