

## ACTIVE PLANNING for PROJECTS

What is Active Planning?

Active Planning:

- Is a method for designing and managing a project
- Consists of a set of steps or incremental stages

Why use Active Planning?

The principles of Active Planning give us an easy to use, straightforward way to design, carry out and complete a wide range of interactive and collaborative learning projects.

### 1. Agree a Project

This can be any kind of project which requires:

- Investigation
- Collaboration
- Partners

Eg. History of Local Hospital, such as Stannington Sanatorium

Suffragette Activity in Your Town/local area

Wild flowers and herbs within a 20 mile radius

### 2. Compile your Team

Identify the partners who are going to be involved in the project:

- 2 or more Interest Groups within your own u3a
- Other u3as:
  - in your locality
  - In other regions
- Networks of u3as
- Other partners, such as:
  - Museums
  - Archives
  - Record Offices
  - External Agencies
  - Universities

## Talk about the Project

Agree the general design of the Project

Decide:

1. The Goal of the project, what the end product will be, such as:
  - Report
  - Book
  - Study Day
  - Exhibition

2. Approximately how long it will last

3. The role of each Team member:

- **Leaders**

The Project Leaders can be anyone:

- From within the U3A
- External
- A combination of the partners
- Might emerge during the project by offering to pursue a particular aspect

Their role is to:

- Facilitate
- Support

- **Learners**

The Learners are everyone involved in the project.

## Implement

Agree the actions for implementing the Project:

1. The Breakdown of Work:
  - Who will do what, when and how
2. The Time Boxes:
  - Timescale for each stage of the project
  - The end date
3. Progress:
  - How will it be monitored:
    - How frequently it will be monitored
    - Who will feedback, when and how
  - How will it be reviewed:
    - What's going well
    - What isn't going well
    - What to do differently
4. Plan for the end of the Project, how you are going to:
  - Evaluate:
    - What went well
    - What didn't go well
    - What has been learned as a result of the Project

## Value

Value:

- the contribution made by everyone involved
- the end result of the project
- Celebrate:
  - Plan how you are going to celebrate your success

## Enjoy

And finally, last but not least:

- Have fun!