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, and/or 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.