**Worksheet 4: Creating a work plan**

Your goal & objectives come from the choices you made during problem and solutions analysis. If you used “*5 whys*” or a “*problem tree*” to consider the factors that contribute to the current problem, you will have selected one or two factors that are relevant to your organisation’s work and realistic with the resources available. For these root causes write one or more positive solutions. The solutions you choose to work toward become the objectives in your plan. An example is on the next page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **My Goal**  What I want to achieve | **Objectives**  **(You chose these from your problem analysis)** | **The activities we will do to achieve**  **(Step by step)** | **Who will do this?** | **What inputs will we need ( $$, equipment, staff time etc.)** | **When will we do this? (timeframe)** |
| My goal is to ………………  ………………………………  ….…………………………..  ………………………………  ….…………………………..  ….………………………….. | **Objective 1** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Objective 2** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Objective 3** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Creating a work plan: Example only**

During the workshop we gave an example of our football team coming last. Our vision is for it to make the finals last year. Our problem analysis showed us two main contributing factors to address. One – no transport so the team forfeited most of their away games. Secondly injuries affective some of the players.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **My Goal**  What I want to achieve | **Objectives**  **(You chose these from your problem analysis)** | **The activities we will do to achieve**  **(Step by step)** | **Who will do this?** | **What inputs will we need ( $$, equipment, staff time etc.)** | **When will we do this? (timeframe)** |
| My goal is … **my team will make the finals next year.** | **Objective 1:** Find reliable transport so the team get to their away games on time. | Talk with organisation around town about whether we can use their bus and how much it would cost? | Me and the Club President and the Coach | Nothing significant. Just a bit of time. | Over the next month and then report to the next team meeting |
|  | Prepare a fundraising plan so we can pay for fuel and the vehicles we will use? | Secretary and Treasurer | Half day together to develop a plan. | Over the next month and then report to the next team meeting.  Adjust when we know what our options are. |
|  | Apply for sports funding for a minibus, or to Toyota for sponsorship (longer term plan) | I will, with Joe’s Dad because he works for Toyota. | A few evenings to write letters and an application.  Time to drop in to Toyota and talk with their boss | Over the next 6 months. |
|  |  |  |  |  |
| **Objective 2:** Reduce time players can’t play due to injuries. | Apply to WAFL and the sports office for coaches to go to training on injury prevention and management. | The coach and I will do this. Get Mary to type it up. | Nothing significant. Just a bit of time. | Over the next month and then report to the next team meeting |
|  | Talk with a couple of other local teams about applying to WAFL and the sports office for a specialist to come to KNX to give a week training to our team and coaches. | The coach and I will do this. | 2 hours to chat properly with each club. | Over the next month and then report to the next team meeting |
|  | Write or apply to WAFL and the sports office for a specialist to come to KNX to give a week training to our team and coaches. | I will organise a joint application with the other teams that are interested. | A couple of days, to meet with others, and get them to help with the application | In 2 months once the other activities are done. |
|  | Talk to the local physio and the physio at the hospital. Ask if they will come and give advice at some of our training sessions. | Coach to do this | Nothing significant. Just a bit of time. | Before the football season gets underway, During pre-season training. |
| **Objective 3** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |