



What is Planning?

Planning is what you do to decide the activities or projects your group is going to do and how you are going to do them.



In Booklet 3 you learnt how to write a Mission Statement. Your Mission Statement should include a list of goals for your group e.g.

The Hell Raisers Self Advocacy Group will:

Support people with disabilities get their rights.

Support people with disabilities to get good services.

Educate the community about the rights and needs of people with a disability



Groups then decide the projects or activities they will do to help achieve their goals in the Mission Statement. including:

- What you want to do
- Why you want to do it
- How you are going to do it
- Who is going to do it
- When you are going to do it



This is called Planning.



It is a good idea to write a plan for your group every 6 or 12 months. Everyone in your group should be able to have a say in the group's plan. Some groups have a special day just to make a plan of all the things they want to do in the next six months or a year.



Making a Plan

Step 1. Look at the goals written in your Mission Statement. Get everyone to brainstorm or write down an activity or project idea that can be done to help you all achieve the group's goals.

Examples:



Goal: Support people with disabilities to get their rights.

Activity: Run a Rights Information Day



Goal: Support people to get good services

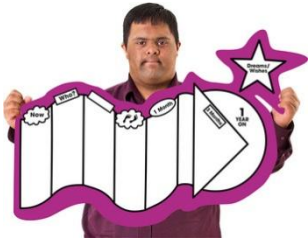
Activity: Make an information kit about the types of services and supports that you can contact



Goal: Educate the community

Activity: Learn how to do public speaking and then go out into the community to give talks





Making a Plan *cont.*

Step 2. You now decide how you are going to make your activity happen. This includes making a list of all the things you need to do to make your activity happen.

Example:

Planning a Know Your Rights Information Day



Why: We will use the information day to raise awareness of the rights and needs of people with a disability. We will invite people with disabilities, politicians and decision makers to come along.



How: We will write a list of jobs for people to do for the information day.



Funds: We have a budget of \$500



When: We will take six months to plan the information day



Making a Plan *cont.*

Step 3. The next step is to write an Action List. Below is an example of how you can use the list to help with your planning.

Action List			
Project: Rights Information Day			
Activity	What has to happen	Who	Done
Where: In the local community centre	Ask the co-ordinator of the local community centre if we can use a big room and find out how much it costs	Brenda	
Money: We have \$500	We need to work out how much it will cost to run this is called a budget	Megan	
Helpers: Members of our group, our support worker and SARU	We need email these people and ask if they can help us.	Phil	
Who: We want to invite people with disabilities, workers, politicians etc	We need to make a list of names and get contact details for these people and send them an invitation	Jim	
Jobs:	<ol style="list-style-type: none"> 1. Make an Agenda for the day 2. Pick the guest speakers 3. Pick a Date 4. Make and mail invitations 5.. Organise food 6. Make an equipment list microphones data projectors etc 7. Decide which self advocates will speak 8. Pick the MC 9..Keep track of our spending 	Cynthia Committee Committee Jim Godfrey Rose Committee Committee Megan	

There is a blank Action List form for you to use in this kit

Planning Hot Tips



1. Make sure everyone has a chance to have a say

2. Respect everyone's ideas and suggestions



3. Put planning updates on your meetings Agendas

4. Write down when you want each of the different activities to be completed. This is called a timeline.



5. Make sure people are supported to do their activities and have help if they need it



6. Have fun together



7. Keep a record of all the good things that happened and the problems and how you solved them



8. Have a special meeting once you have finished you plan to thank everyone and talk about the good things that happened and celebrate your success!!!!!!!



SARU

Self Advocacy Resource Unit

Resourcing Self Advocacy groups across Victoria
for people with intellectual disability, acquired brain injury and complex communication requirements

 (03) 9639-6856  saru@rosshouse.org.au  www.saru.net.au

247 Flinders Lane Melbourne 3000

Produced by the

Self Advocacy Resource Unit

SARU would like to acknowledge the grant received from State Trustees Victoria which contributed to the production of this resource

