



CREATING CLUB PROJECT PLANS & STRATEGIES CLUB POLICY DOCUMENT

Club volunteers are often asked to work on “mini projects” or pieces of work for the club. This can often be an individual project or part of a working group. Some people may volunteer to be involved so the work gets done, but for others, there can be some nervousness around delegating a task or taking a task on from an experienced volunteer. Using a simple strategy template can help support volunteers and team staff with projects, keep projects on track and create a reporting mechanism.

Strategy Definition

- A method or plan chosen to bring about a desired future, such as achievement of a goal or solution to a problem.
- The art and science of planning and marshalling resources for their most efficient and effective use.

Objective Definition

- A specific result that a person or system aims to achieve within a time frame and with available resources.
- In general, objectives are more specific and easier to measure than goals.
- Objectives are basic tools that underly all planning and strategic activities.
- They serve as the basis for creating policy and evaluating performance.

How to create a simple usable strategy

- *Strategy Statement*; how this core area will contribute to our overall Club purpose.
- *SMART Objectives*; Outlining the outcomes of the project/piece of work.
- *Initiatives*; the ideas that will help us achieve our SMART Objectives.

Strategy Statement

- Short statement covering.
- Project/piece of work core outcome.
- Project/piece of work opportunities/purpose.
- Club impact.

Smart Objectives

Using the “SMART” Objective model can define objectives that can be effectively measured and reported on.

S	Specific <ul style="list-style-type: none">• State what you want to do• Use action words
M	Measureable <ul style="list-style-type: none">• Provide a way to evaluate• Use metrics or data targets
A	Achievable <ul style="list-style-type: none">• Within your scope• possible to accomplish, attainable
R	Relevant <ul style="list-style-type: none">• Makes sense within your club function• Improves the club in some way
T	Time-Bound <ul style="list-style-type: none">• State time frame• Be specific on date or timeframe



Core Area: Project being planned

Statement describing the project

The goals/aims of the project following “Smart” guidelines

1 Break down of tasks to achieve the objectives

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