

## Project development

### One-day workshop 09.45 – 16.00

#### Aim of the Session:

This session is designed to support people who are responsible for project development within their volunteering programme.

#### Learning Objectives

To enable participants:

- To identify project aims, objectives and expected outcomes.
- To recognise techniques to help identify resources and people needed to help with their project.
- To develop an action plan, allocating appropriate roles and responsibilities
- To identify means for evaluating the impact of projects to support sustainability in the long term

This session will incorporate live case studies of community projects planned and implemented by others. The supporting activities will give delegates the opportunity to explore how they may apply the underlying principles into projects they are involved in or considering setting up.

#### Outline agenda

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09.45 – 10:00	Registration and coffee
10.00 – 10.10	Welcome & agreeing outcomes for the day
10.10 – 10.45	What is a project? What projects have we worked on? What makes a successful project?
10.45 – 11.15	Live case studies - 2 community projects planned and implemented
11.15 – 11.30	Coffee
11.30 – 12.20	Key stages of project planning – applying theory to the case studies
12.20 – 12.45	Creating an outline plan for developing a new project
12.45 – 13.30	Lunch
13.30 – 14.00	Feedback on planning activities
14.00 – 14.45	How to monitor progress and take corrective action in proposed projects
14.45 – 15.00	Coffee
15.00 – 15.45	Evaluation of project outcomes and supporting project sustainability
15.45 – 16.00	Review of outcomes and closing context