Planning Tools and Methods

LEAP

Stands for Learning, Evaluation and Planning. It was established by the Scottish Development Centre and there are models for community health, volunteering and environmental projects.

The framework is a practical toolkit that helps organisations plan their work; identify and evidence the changes they make and subsequently learn from their experience. The method is ideal to use as a group or when working in partnership as the process can lead to discussion about individual organisations perspective on issues and bring together joint solutions.
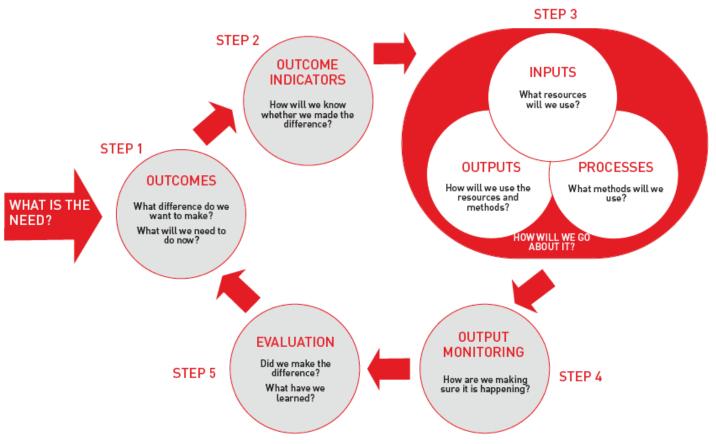

Diagram from http://www.gov.scot/Publications/2007/12/05101807/2

http://www.scdc.org.uk/what/LEAP/
http://www.planandevaluate.com/

SWOT

The SWOT analysis is an extremely useful tool for understanding and decision-making for all sorts of situations. SWOT is an acronym for Strengths, Weaknesses, Opportunities, and Threats. The SWOT analysis headings provide a good framework for reviewing strategy, position and direction of an organisation, project or any other idea.

SWOT analysis also works well in brainstorming meetings.

Strengths: The situation now: Good Action: maintain / build on	**Weakness:** The situation now: Bad Action: address / remedy / stop
Opportunity Future : Good Action: optimise	**Opportunity** Future: bad Action: prepare / counter

List all the strengths and all the weaknesses as they exist now, then create an action-plan of how you are going to maintain and build on your strengths, and how you are going to address and remedy your weaknesses. List all the opportunities and threats that might occur in the future, prioritise them, and then create a plan for how you will make the most of the opportunities and how you will prepare to counter the threats.

VOiCE

VOiCE is planning and recording software that assists individuals, organisations and partnerships to design and deliver effective community engagement.

In relation to particular community engagement initiatives, VOiCE will support you to:

1. Reflect on what you are trying to achieve.
2. Develop plans that relate to your purpose.
3. Monitor progress in implementing your plan.
4. Evaluate the process and outcomes.
5. Learn lessons for future activity.

VOiCE is designed in four sections: Analyse, Plan, Do, Review. It takes you through logical steps to facilitate well-constructed, managed and evaluated engagement from which you can continuously learn and improve your practice.

http://www.scdc.org.uk/what/voice/

Grow
Your
Group

Providing Practical Support to nurture Community Groups

Logic Model

Logic modelling is a tool that can be useful in the development of monitoring and evaluation plans as they help to identify short-, medium- and long-term outcomes that are linked to the key activities of a programme or strategy.
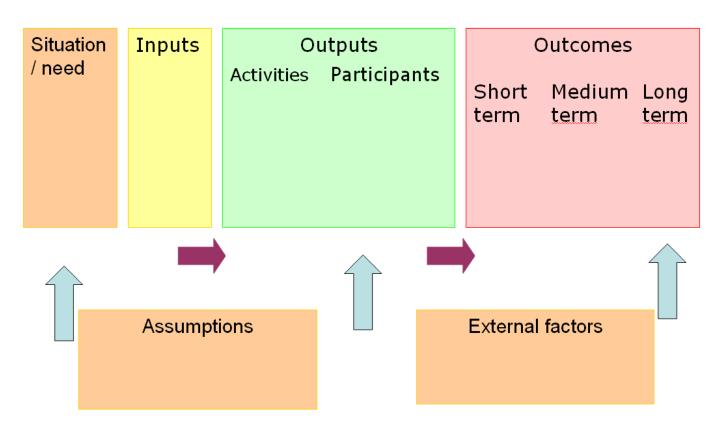
Situation / need	Inputs	Outputs		Outcomes		
		Activities	Participants	Short term	Medium term	Long term

Assumptions

External factors

Diagram from Evaluation Support Scotland: http://www.evaluationsupportscotland.org.uk/

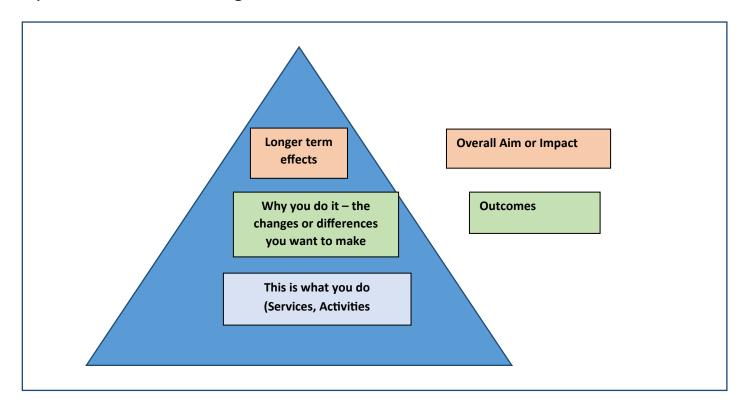**http://www.healthscotland.com/scotlands-health/planning/logic-models.aspx**

http://www.evaluationsupportscotland.org.uk/resources/127/

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Weavers Triangle

This simple tool allows you to identify and differentiate between your activities, outcomes and impacts, and clearly see how one leads to another going up through the triangle. It will help you to see where there are gaps and which aspects need more thought.

Longer term effects

Why you do it – the changes or differences you want to make

This is what you do (Services, Activities

Overall Aim or Impact

Outcomes

Business Canvas

A Business Model Canvas is a tool to help you complete and document your market research and help you build your business model. Every business, no matter what size or industry has a business model and it is essential to get this right at the beginning. The BMC is a one page document with 9+ different boxes and to get your business model correct you need all boxes to be flowing and working together. There are many factors you have to consider but the ones to start with are identifying your Customers Segments (your exact target market) and the Value Proposition (problem you are solving for each of them) – without customers you don't have a business so it's important you get out there and find out who your potential customers are, speak to them and find out exactly what they are looking for and whether or not they would use/how much they would pay for your product/services.