

STAGE 4 OF 7

Build the delivery plan

This stage is about sorting out the people, the money and the arrangements so the activity actually happens.

This worksheet: An action plan, a simple budget and a sheet for who does what.
Start here if the small version worked and you now have to organise the real one.

THE ACTIVITY IN ONE LINE

What we are running, and who it is for:

Where:

Date:

Project lead (one named person):

WHO IS DOING WHAT?

Each task needs one person's name on it. Writing “the team” is not enough. If there is a task nobody will put their name to, deal with that now.

Task	Owner (one name)	By when	Done

SIMPLE BUDGET

Write down the things people give you or lend you as well as the things you buy. A room you borrow for free is still something you are relying on.

Item	Cost or value	Who pays or provides it	Confirmed?

Total needed:

Confirmed so far:

Gap:

WHAT COULD STOP THIS HAPPENING?

Think about permission and insurance, when you can get into the place, money, language, people who cannot manage stairs, photos, and volunteers who do not come.

What could get in the way	What we will do about it	Who deals with it

YOU HAVE FINISHED THIS WHEN...

You have a plan that can work, with one person in charge, a name and a date on every task, and the things you need to run it.

Next: Check the arrangements with everyone helping you before you announce the date.