

Planning Basics

1. **Gathering information, including:**
 - a. information about the services currently being provided
 - b. challenges and successes related to providing services locally
 - c. external factors that may need to be considered when deciding how best to carry the message.
 - d. Compile this information for next steps

2. **Identifying and prioritizing issues/brainstorming goals and solutions:**
 - a. **Identify the issues** - The community comes together at a planning assembly to review the information that has been gathered in the first step.
 - b. **Rank the issues** - Attendees prioritize the issues they think are most important to address by a show of hands or other informal process. It's best to start slowly with one or two issues. More can be addressed as you gain experience.
 - c. **Brainstorm/prioritize Goals** – Offer ideas or *goals* for one or two top prioritized issues—these represent the desired result. The goals for each issue are then prioritized.
 - d. **Brainstorm/prioritize Solutions** – Focusing on the highest prioritized goals, attendees brainstorm solutions (or approaches) for each —these represent how to achieve the goals. The solutions are then also prioritized.

3. **Creating project plans:** Project plans are intended to achieve the solutions prioritized during the planning assembly. They contain details like **what, who, when, how much, and who monitors** for each project. These can be created by workgroups or committees, but if your committee is new to planning, it may be most beneficial for the entire group to create the plans.

4. **Monitoring and evaluating**—Projects are monitored to ensure accountability, and evaluated when completed to check how effective they were. This step is one way that our service bodies can remain “directly responsible to those they serve” as discussed in the Ninth Tradition.