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| **PLANNING TOOL** |
|  | **Step 1** | **Step 2** | **Step 3** | **End goal** |
| **Gearing up** * Getting the right legal status
* Board skills / experience / expertise
* Involving your community
* Working with your local authority (planning permission; strategic support; wider plans for the area)

  | *Carry out a Board skills audit. Identify key areas of weakness or gaps, as well as strengths and skills.*  | *Look at skills audit. Work out which are the crucial areas of weakness. Decide whether we need to bring in new people or whether we could train up existing Board members. Think also about advisors and volunteers. Develop plan based on this.*  | *Implement recruitment and skills development plan.* | *We want a Board that is confident and knowledgeable and able to manage a restoration project .*  |
| **The vision*** Evidencing the need for the project
* Arriving at the right end-use for the building (identifying and appraising options; testing feasibility)
* Arriving at a shared vision
* Working with constraints (listed building consent; planning permission)
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| **Paying for the project*** Costing the project
* Identifying funding options
* Stepping stone projects
* Longer-term sustainability
* Business planning
 |  |  |  |  |
| **Delivering the project** * Working with professionals (preparing tenders and briefs; choosing the right person, managing the professionals)
* Managing the work (keeping hold of decision-making)
* Sustaining momentum and enthusiasm (internally and externally)
 |  |  |  |  |

To help you plan effectively, think about the six honest serving-men:

**What** needs to be done**?**

**When** will it be done by**?**

**Why** is it needed**?**

**Who** will do it**?**

**How** much will it cost**?**

**Where** will it happen**?**