Module 3: Initiative and Entrepreneurship

3.3 Making a Plan

Project Planning

Creating a comprehensive project plan is a foundational step in ensuring the success of any project, whether it's a small initiative or a large-scale operation. A well-structured plan provides a clear roadmap, aligns team efforts, and helps manage resources effectively. It transforms abstract ideas into concrete actions, guiding the project from inception to completion.

Effective project planning involves several critical components: defining the project's scope, setting clear goals and objectives, identifying stakeholders, planning resources, budgeting, and anticipating potential risks.

Each component plays a crucial role in the overall success of your project. Planning strategically involves not just identifying the steps needed to achieve your goals but also allocating resources efficiently and developing a realistic budget. Strategic planning ensures that the project is feasible and sets the stage for successful execution. Budgeting, a core part of strategic planning, requires careful estimation of costs and securing necessary funding. Risk assessment and mitigation are equally vital. By identifying potential risks early on, you can develop strategies to manage and mitigate these risks, ensuring that they do not derail the project. This proactive approach helps to safeguard your project against unforeseen challenges and ensures smoother implementation.
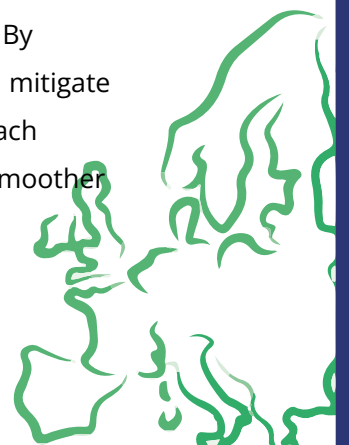
Components of a Comprehensive Project Plan

Project Overview
- Project Title: Provide a clear and concise title for your project.
- Project Description: Briefly describe the project's objectives, scope, and outcomes.
- Project Goals and Objectives: Define the primary goals and specific objectives you aim to archieve.

Project Scope
- Inclusions: Outline what is included in the project.
- Exclusions: Clarify what is not part of the project to avoid scope creep.

Stakeholder Analysis
- Identify Stakeholders: List all individuals, groups, or organisations impacted by the project.
- Stakeholder Roles and Responsibilities: Define the roles and responsibilities of each stakeholder.

Project Deliverables
- List of Deliverables: Detail the key deliverables that the project will produce.
- Delivery Schedule: Provide a timeline for when each deliverable will be completed.

Project Timeline and Milestones
- Project Phases: Break down the project into phases or stages.
- Milestones: Identify key milestones to track progress.

Resource Planning and Budgeting
- Resource Identification: List all resources needed (e.g., personnel, equipment, materials).
- Budget Estimation: Provide a detailed budget, including cost estimates for each resource.
- Funding Sources: Identify potential sources of funding.

Risk Assessment and Mitigation Strategies
- Risk Identification: List potential risks that could impact the project.
- Risk Analysis: Assess the likelihood and impact of each risk.
- Mitigation Strategies: Develop strategies to mitigate identified risks.

Implementation Plan
- Action Steps: Outline the specific steps required to implement the project.
- Responsibilities: Assign responsibilities for each action step.
- Timeline: Provide a timeline for each action step.

In order to successfully create your project plan, why not first consider creating your own Project Model Canvas. The Project Model Canvas is an adapted version of the Business Model Canvas (Osterwalder, 2010), designed specifically to aid in the planning and execution of projects. This powerful tool can help you to visually map out all the critical components of their project on a single page, making it easier to understand, communicate, and manage.

By integrating the essential elements of project planning into one coherent framework, the Project Model Canvas provides a clear and structured approach to turning ideas into actionable plans. This template has been developed by the UxGE project team to support you in your project planning process.

Project Model Canvas

| Designed For: | Designed by: | Date: | Version: |

Project Overview	Project Scope	Project Deliverables	Project Timeline	Risk Assessment
	Stakeholder Analysis		Milestones	

Risk Mitigation Strategies	Implementation Plan

How can this help you in your Project Plan?

Using the Project Model Canvas is a powerful way to develop and demonstrate a sense of initiative and entrepreneurship:

1. Proactive Planning

• The Project Model Canvas encourages proactive planning, a key entrepreneurial skill. By anticipating needs, resources, and potential risks, learners develop the foresight needed to manage projects effectively.

2. Goal Setting and Vision

• Youth leader entrepreneurs must be able to set clear goals and articulate a vision. The Project Model Canvas can help you to define your project's goals and objectives, aligning your efforts with a clear purpose.

3. Resourcefulness

• Effective resource planning and budgeting can teach you how to be resourceful, maximising the use of available resources and seeking innovative solutions to challenges.

4. Risk Management

• Identifying and mitigating risks is crucial in entrepreneurship and project planning. The Project Model Canvas can help to instil a mindset of risk awareness and preparedness, helping you to develop contingency plans and adapt to changing circumstances.

5. Stakeholder Engagement

• Engaging stakeholders and understanding their needs is vital for any entrepreneur. The canvas's stakeholder analysis component ensures learners practise these skills, fostering strong relationships.

6. Clear Communication

• Clear and effective communication is essential for entrepreneurs and youth leaders. The visual and concise format of the Project Model Canvas aids in communicating complex ideas simply and effectively, a critical skill in pitching projects or business ideas.

7. Adaptability

• The dynamic nature of the canvas promotes adaptability, supports you to remain flexible and responsive to new information and changing environments, a key trait of successful entrepreneurial youth leaders.
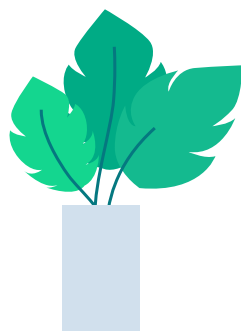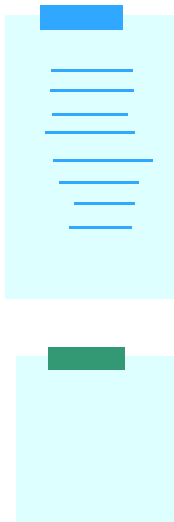
Interactive Session Activity Sheet N°1

Case Study Title	3: Sense of Initiative and Entrepreneurship
Unit Title	3.3: Making a Plan

Activity Title	Identifying and Managing Project Risks	**Activity Code**	A3.3.1
Type of resource	Activity sheets (AS)	**Type of learning**	Interactive Learning
Duration of Activity (in minutes)	60	**Learning Outcome**	Practical knowledge of methods to identify and manage project risks

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Aim of activity	This activity will engage learners in the process of identifying risks to their projects and entrepreneurial pursuits, allowing them sufficient time to prepare for potential difficulties in advance. Additionally, tips and tricks to help manage project risks when they arise will be conceptualised.
Materials Required for Activity	• Pen • Paper • Post-It notes • Highlighters / markers • Whiteboard / pinboard

Step-by-step instructions

We have allocated one hour for this activity, but you are free to shorten or extend it according to your own schedule and preference, as it is relatively simple to facilitate. Do not be deceived by how easy this process is, however! By taking part in a session like this before the launch of a new project, you save a lot of time and planning wasted on damage control if and when complications arise. Furthermore, risk identification should not end after the first brainstorming activity. The real value of a session like this one is that it can be repeated regularly throughout a project's lifetime, allowing you to explore new potential risks that may present themselves. It's a good idea to incorporate this practice into a broader risk management strategy.

Step 1: At the top of the whiteboard / pinboard (you could also simply use a paint application on your computer, phone, etc!) lay out the most important details of your project: the title, subject / topic area, goals, length of time, and so on.

Interactive Session Activity Sheet N°2

Case Study Title	3: Sense of Initiative and Entrepreneurship
Unit Title	3.3: Making a Plan

Activity Title	Identifying and Managing Project Risks	**Activity Code**	A3.3.1
Type of resource	Activity sheets (AS)	**Type of learning**	Interactive Learning

Step-by-step instructions	**Step 2:** Alone or in groups, divide out the Post-It Notes by colour (alternatively, use paper and differently-coloured highlighters / markers) and decide on a system to indicate urgency (green = low priority, red = urgent, etc). These Post-It Notes / paper should be populated with potential risks facing your project now and in the future. **Step 3:** When all of the potential risks have been gathered together, arrange them from most to least urgent going left-right. Next, you can further organise the risks based on how likely they are to occur. For example, both an earthquake and bankruptcy would be considered urgent problems, but one is far more likely than the other! If you have multiple risks that occupy the same level of urgency on the left-right scale, you can now start to further distinguish them by arranging them vertically (top-bottom) by how likely they are to occur. **Step 4:** By the time you reach this step, you should have effectively created a sort of project risk roadmap! This provides you with a timeline of the issues you should tackle and in what order, should the worst-case scenario come to pass. In all likelihood, only a handful of risks are likely to come to fruition, but now you will know the best order in which to solve them. It's time to start focusing on solutions, however!
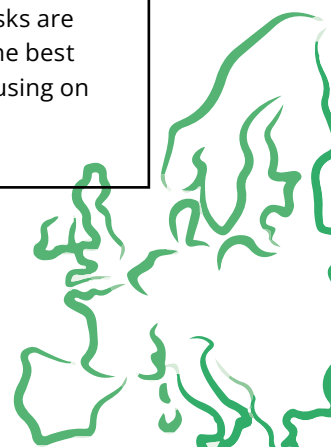
Step-by-step instructions

Ask the following questions, along with any others you can think of:

What strategies could be applied to avoid each of these risks occurring in the first place?

What solutions could be applied to eliminate each of these risks, after they've occurred?

In the case that there is no easy solution, what measures could be taken to reduce the impact of each of these risks after they've occurred?

Step 5: Now that you've had some time to conceptualise potential solutions to the risks you identified earlier, you have the foundations for a risk management strategy! This document is a vital part in any project and may prove very useful. Compile all of the things you discussed during this session on a single document and store it, just in case!