

A Systematic approach to planning



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Planning is a process for getting ideas into action. If you are systematic about it, then the process and hence the action can be made easier and more effective. The approach can be time consuming at first but since your action will be more effective, you will save time in the long run.

A systematic approach gives you a method by which you can:

- check that what you want to do is worth doing;
- find out which things are feasible;
- get things arranged properly;
- use resources efficiently;
- learn from both success and failure.

Ask

1 What is the **NEED**

of members?

of the group?

of the leaders?

Why?

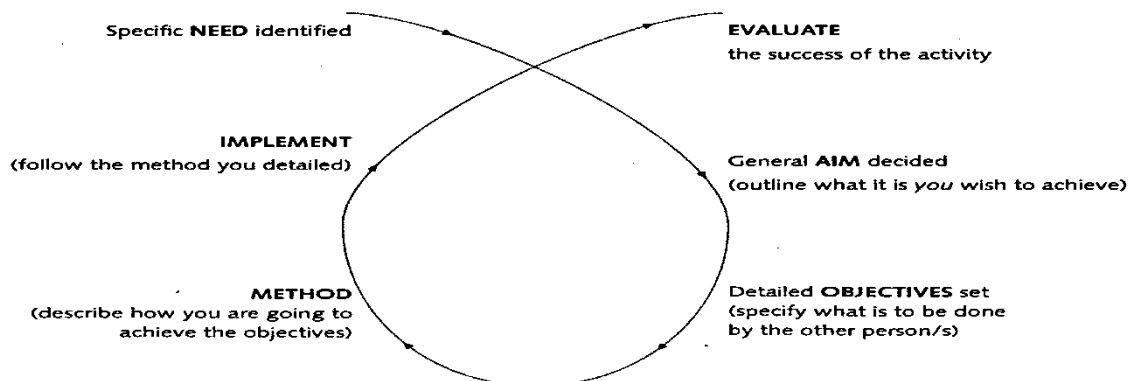
2 What do I **AIM** to do about this?

What do I want to do? Why?

Where do I want to go? Why?

Systematic Planning (NAOMIE)

This approach is represented diagrammatically as follows:



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3 What specific **OBJECTIVES** can be set?

What will others be able to do as a result?

How will effectiveness be measured?

What exactly will be the end result?

When must the plan be completed?

What will be the criteria for success?

4 What is the best **METHOD** to achieve the desired results?

What activity should I use?

How shall I group the members or Leaders: groups, pairs, individually?

What resources do I need?

What is my time plan?

5 How do I **IMPLEMENT** the plan?

Do it!

6. How do I **EVALUATE** the plan?

Did I meet my objectives?

What went well?

What difficulties occurred?

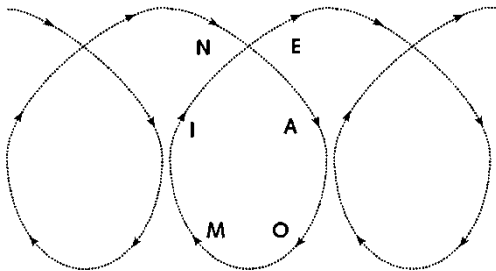
What could be learned for the future?

What new needs exist?

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The planning loop is continual:



These stages are remembered by using the mnemonic **NAOMIE**, the letters recalling each action during the plan.

From the very last point you will see that new needs can be identified so the planning process begins again. A practical example using **NAOMIE** is:

- 1 What is the **NEED**? There is a need to improve transfer between the Sections in the Group.
- 2 What do I **AIM** to do about this? Establish effective and practical links to ensure effective transfer and development of members.
- 3 What specific **OBJECTIVES** can I set? By the end of ten months each member of the Scout Group will be able to:
 - plan or help to plan and carry out linking activities;
 - take part in effective and practical linking activities at least once every eight weeks e.g.
 - joint meeting
 - joint activities between Sections
 - older member/younger member activities
 - weekend activities
 - Group project
 - transfer of members between Sections
 - Group Family camp (Beaver Scouts and those not camping to visit
 - review the success of each activity;
 - share future ideas for linking activities;
 - describe the activities of the other Sections;
 - display progressive development within the Scout Group (includes transfer between Sections).

- 4 What is the best **METHOD** to achieve the desired results?

- Hold a Group Scouters' meeting and discuss the situation within four weeks.
- Discuss proposals with members and gain their views.
- Decide upon a ten month plan of activities to establish practical and effective links at a Group Scouters' meeting in six weeks time.
- Establish a steering committee with member and Leader representatives to implement the plan.
- During the ten month period, and after ten months, Leaders and members review the plan and its success in establishing effective and practical links.

- 5 How do I **IMPLEMENT** the plan?

- Put the ten month plan into action!

- 6 How do I **EVALUATE** the plan?

- Have I met my objectives?
- Ask the members and Leaders to review the activities after they have taken part.
 - * What went well?
 - * What difficulties occurred?
 - * What should we do in the future?
- List the linking activities and check the frequency and type of activity.
- Discuss with members of other Sections their perception, knowledge, and understanding of the plan .
- List the success of the transfer of members in the ten month period.

This planning guide (**NAOMIE**) will help you become more effective as a Leader. It will make you question activities before you begin. It will make planning easier and more logical. It makes you more time effective and improves on past performances. Why not introduce this method of planning to other Leaders or adults? If everyone is using the same system then everyone is working towards a common plan and this can only benefit young people in the Movement for whom we plan.