

Planning Pages

Mission Statement

The goal of this project is to create a vision and develop a plan for a community Help Centre in Maitland Garden Village that would provide the community members with a variety of resources pertaining to areas such as health education, community engagement, and risk management, while decreasing outside dependency and increasing self-reliance.

Objectives

1. Identify various stakeholders including community members, NGOs, and government agencies, and begin making positive connections.
2. Working with the stakeholders above, access various venue options based upon the assets and needs of the community (in particular the Green Light Project).
3. Learn about the numerous finance and fundraising options available and evaluate the feasibility of each.
4. Working with the stakeholders and the community at large, develop a sustainable management model.
5. Make the vision of the Help Centre more concrete by creating a design plan and potentially begin the process of building or renovating.
6. Create a working approach which makes all the above objectives possible with community involvement and a shared learning experience.

Achievable Objectives upon First Week of Arrival:

Making Connections and Identifying Various Stakeholders:

Making connections and identifying stakeholders of the project is an objective that we will focus on in the first week or so of our stay in Maitland Garden Village. Once we arrive we will meet our sponsor and various other members of the community as we participate in their village day festival that occurs soon after our arrival. Aside from this, we also expect to set up several meetings, whether formal or informal, to get to know those we are to work with and understand what they expect of us and the

planning process. Our initial goals would be to establish connections with the village, begin to understand our role, and start understanding the needs of the village.

Assessing Venue Options:

When we arrive in MGV we hope to go on a couple tours to learn more about the community and the people that live there. While on these tours we can begin to take note, whether on paper or just in our heads, some ideas for venue options. Later on we can do a more detailed tour after some more thorough research of the unused buildings in the village.

Potential Week One Overview:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-Meet with Ronell -Tour the community (begin making initial connections)	-Meet with Scott and Basil -Continue to make connections and get a better sense of the project	-Meet with other WPI teams and discuss what has happened so far	-Help community prepare for village day (we aren't sure what day this is on but we know it is pretty soon after we arrive – we hope to make connections with community members by helping them in any way we can).	-Continue helping with village day -Tour the community again but this time paying extra attention to various venue options.	-email Ronell about week's progress/next week's plan -Village day

Project Overview:



Introduction:

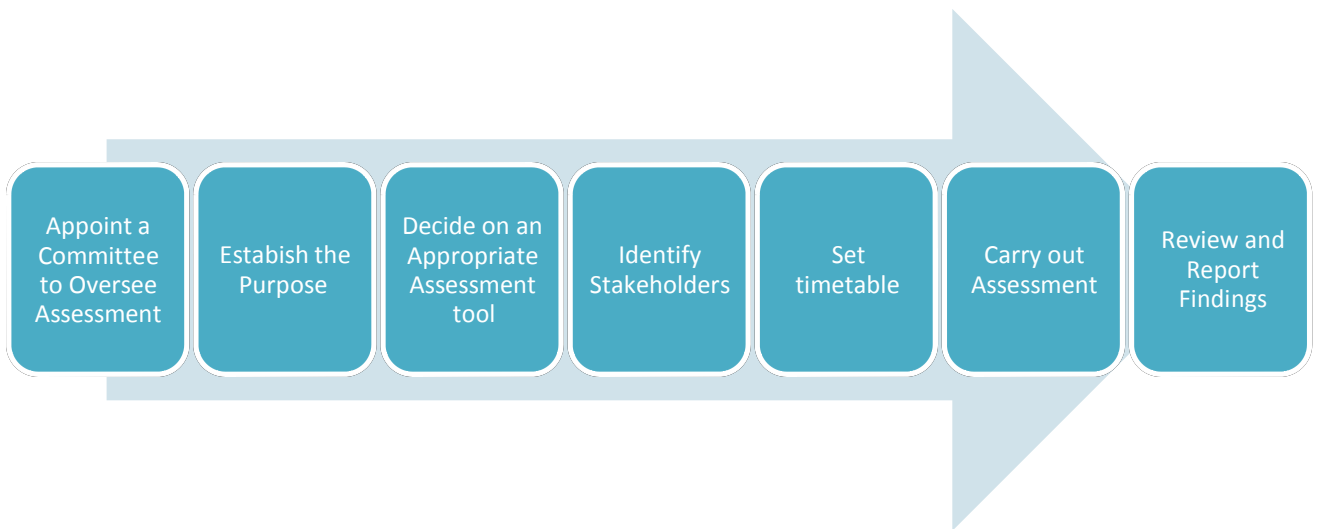
Currently, we are still unclear about the precise path our project is going to follow. Over the past seven weeks we have looked into examples of community centres in different parts of the world and how they are operated, funded, and able to set up a sustainable relationship with the community. Using this as a foundation for our project, it is our hopes that when we enter MGV we will be able to envision and even create a sustainable help centre for the community and in particular for the functions of the Green Light Project. However, we have realized that when it comes to our project, it is going to be more important for us to focus on the process involved in getting the final product, rather than the final product itself. It would be nice if we could find a venue and leave behind a help centre, however we know that our project is much more than doing just this. It is about using SAL learning to work with the community, in particular its leaders, allowing them to gain the necessary skills, experience and information to create sustainable projects of their own. As a result, we have created a very broad project overview that will be discussed in more depth below. The basic flow of the diagram (as seen above) starts at the base with the seven weeks of background information as our foundation. Working up to the middle, we see three components as the framework of our project – community assessments, working with stakeholders, and funding/managing of the help centre. Finally, the roof, overseeing and encompassing the whole project, will be the ultimate goal of strengthening the community and its leaders. Using the handbook, *Communities in Action: A Guide to Effective Projects*, we have outlined the basics steps we will take to complete our project upon our arrival in MGV.

Background Research:

The group has spent seven weeks trying to get a better grasp on the project through background research. Looking into several themes around community organizing, participation, and growth, we have gained a broader understanding of the different aspects that make up a successful community and community based organisation. Zoning in on our project in particular, we have looked into themes we feel will be important in starting up a community centre. These include how it will be managed and funded. We will use this new knowledge to our advantage, giving us flexibility with our project. We can assess the situation when we get there, and then choose the path we think will be most successful, based upon the background research we have conducted.

Conducting Community Assessments:

Through this research, the group has realized that an important first step in planning an effective project is through an assessment of MGV's strengths and weaknesses. Using the 2011 MGV group's idea of asset based community development (ABCD), by focusing on the strengths of the community, we will build upon the information they have already acquired during their seven weeks in the village. We will follow an assessment process similar to the one in the Rotary Club handbook, outlined below:



The first two steps have already been completed – the committee will be us and the purpose will be to further our understanding of the community and how we can get them interested in the Green Light Project. Then, choosing one of the community assessment tools, we will identify stakeholders and set up a time frame for the assessment to be completed by. At the end of the assessment, we will review and report our findings. As of now, the tool we think will be most useful is the surveying/interviewing of the community members, using some of the attached interview plan (Interview Page). However, we are looking to be creative and would consider other community assessment tools such as community mapping and a focus group meeting.

This part of our methodology also incorporates finding a venue for the start-up of the help centre. We will plan to take tours of the village, paying particular attention to buildings or fields that could serve as the potential start up place for the help centre. We hope that we can

get a good idea of this by the end of our first week in MGV, since we see that week as a starting point for exploring the village and seeing what it has to offer.

Making a Plan

A good plan will help us to manage our resources effectively, anticipate potential problems, and evaluate the project's success. One of the most important steps in setting up a plan is through the use of effective project goals. Our main project goals are summarized in the chart below:

Effective Goals	Pertaining to the Help Centre
Shared – aspirations of all involved	Using the idea of shared action learning, this project will not focus on just what we, as the WPI team want, but rather it will be a collection of all stakeholder's thoughts and contributions.
Challenging – ambitious	We want to do much more than just develop a vision/model for a community Help Centre. We also want to make a strong connection with the community and help to strengthen its leaders so they can create sustainable projects in the future.
Achievable – based on realistic assessment of materials, resources, and time	We will get a better understanding of this goal once we arrive in MGV, however at this point we need to realize that we are only there for seven weeks. We need to be realistic about what we do and don't have the time to complete before we leave.
Measurable – tangible, quantifiable point to pursue	We would like to leave knowing we have strengthened the Green Light Project, created a realistic and creative plan/vision for a community centre (maybe even start building/renovating it), and made strong relationships with community members.
Time Specific – Specific deadline or time frame	Again, we are only here for seven weeks so we will need to set deadlines and play close attention to them. For now, a brief overview of our first week is seen in the planning pages section. This can be considered our first 'deadline.'

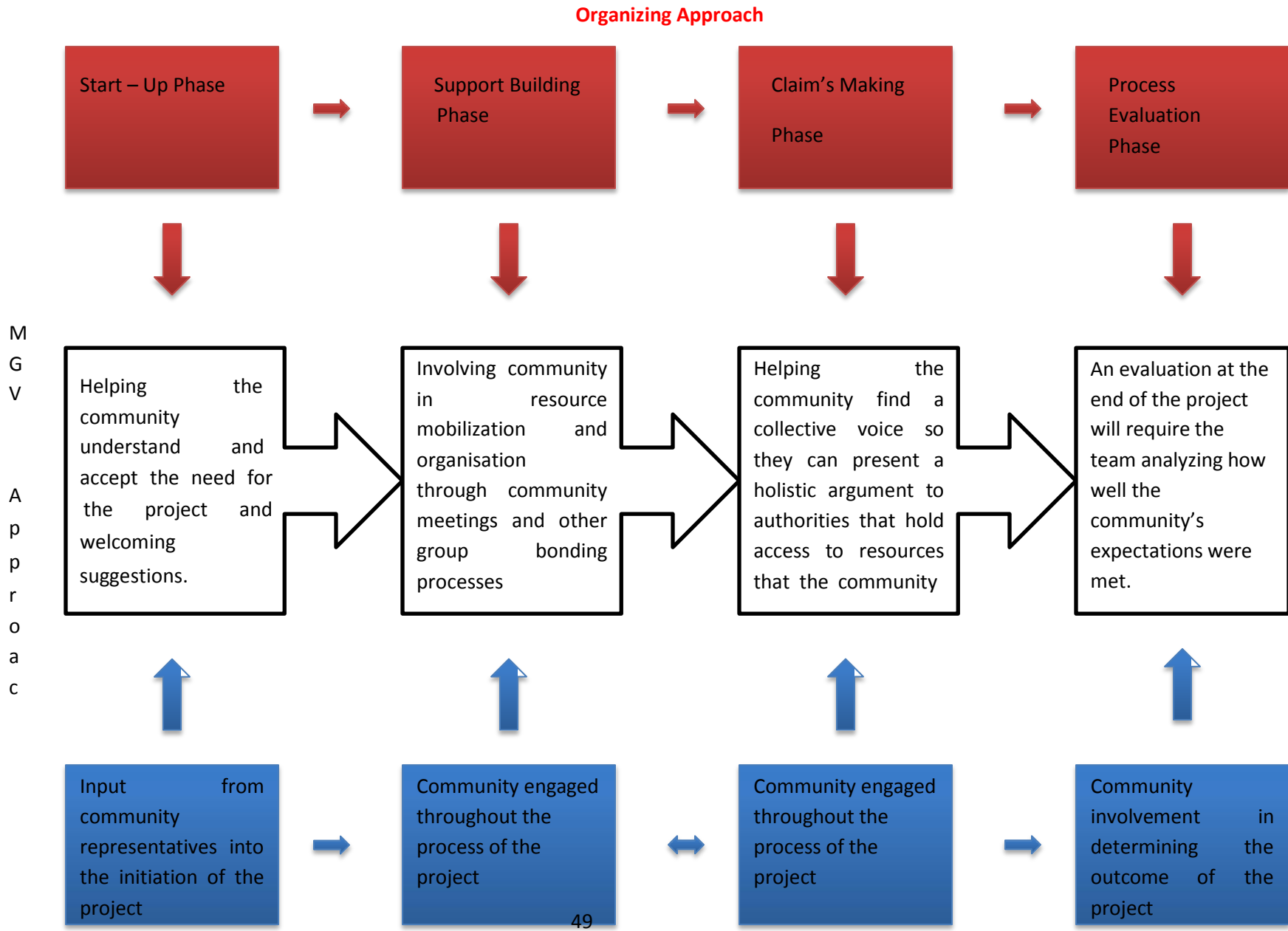
Using these goals, as well as other goals we figure out once we meet with our sponsors and other stakeholders, we will work to create a simple to understand schedule that documents each of the tasks involved in reaching the project's objectives. This plan will outline specific tasks, individual responsibilities, resources, budgets, project timing and deadlines, and anticipated tasks and outcomes. One thing to keep in mind will be developing a budget for ourselves. We will need to anticipate the expenses we might experience in following through with our plan. All small things should be included such as paper and pens for meetings or refreshments for volunteers.

Working with Stakeholders

Our background goes into detail on the various ways we can interact with the community members of MGV as well as other various stakeholders. To get the best understanding of the process we intend to take when working with the community and other stakeholders, we have attached a detailed diagram below:

Working with People Methodology

As mentioned earlier on, in the working with people section, we devised a method for how we intend to tackle working with people. The diagram below shows an example procedure we will be using in working with the people we will interact with during our project.



Community Based Participatory Research Approach

Funding/Managing the Project

This step has two aspects to it, the funding/managing of the Help centre itself, as well as the funding/managing of the Green Light Project. Through our research we have looked into different funding and management options, however we won't have a clear idea of what exactly this will look like until we get to MGV and talk with our sponsors. We know that the Green Light Project still exists, but we only have a basic idea of how it is run and how it functions. Our hopes is that we can develop a realistic plan with the input of our sponsors and other stakeholders once we arrive in MGV. Until then all we have to go off of is the different approaches outlined in our background.

Strengthening the Community and It's Leaders

Though finding a venue and designing a plan and vision of a Help Centre is one large part of our project, another huge goal of ours is to strengthen the community through its leaders. We placed this as the roof of our project plan because it is present in all aspects of our project. Through the completion of each of the four middle parts (assessments, planning, working with stakeholders, and funding/managing), we will help in the development and growth of the community. Ronell, Shelia, and other community leaders (description can be seen on the cast of character's page) will be working with us through the entire process, at many points taking the lead. They are what will be keeping the project together and keeping it moving. In the end we hope to help them strengthen their role in the community. They already have many of the leadership skills necessary for the roles they are looking to take, and as a result we expect to learn many valuable life skills from them, and hope to contribute some of our own to them as well. We hope to leave having established a successful shared learning experience as stated in our objectives.

Interview Page

As we move along in the pre-development stages of the community centre project, there are many stakeholders that find their way into our sights as their importance becomes much more relevant. In order to best utilize these stakeholders and understand how they may be able to help and influence the undergoing process, a relationship must first be established. One of the quickest and most efficient means of obtaining information from such individuals and working on such connections would be to set up an interview, whether formal or not, and ask specific and open-ended questions that would allow both parties to open up in regards to unknowns and issues as both begin to understand one another in a forward progression towards a better evolved plan of action.

In looking at the various types of stakeholders that have become part of our cast of characters, it becomes seen that there would be several types of interviews that may take place, pertaining to the different groups as seen appropriate. One of the more formal sorts of interviews would be those of government officials and provincial government members. In interviewing people of the government and other agencies, it would be more proper to set up a formal interview. In doing such, we would make initial contact through appropriate means and designate an official interview date and time. Following this, in business formal wear, we would have a set line of questions that are specific to the department we are working with that we are looking for definitive answers for. We would expect to obtain specific information regarding various legal issues and possible financial support. The interview would hopefully also give insight into the availability of lands and resources. This would be similar to interviews with various NGOs, but instead of looking into availability and land, we would hope to gain information in regards to financial and other support in hopes of sustainability and experience.

Aside from dealing with more formal groups of people, we would also be working with various members of the community, whether it is a council, local business, or various local members. The interview process we would go through in regards to these individuals would be slightly less formal than those of the government or NGOs. We would set up an interview with various questions, but they would be much more open ended as we do our best to better understand the needs and wants of the community and the intended effect of the centre on the village's people. We hope to begin our interview process by targeting specific groups. We have outlined some of the most important groups/people we can see ourselves interviewing within the first week. The outline is attached on the

next page. Each individual/group is paired with various questions that we would like to ask. It is likely we will interview NGO's and Government agencies further down the road. We can develop questions for them with the help of our Sponsors once we arrive in MG. For now we focused on getting input from the community and its leaders.

Interview Plan:

Ronnel

•Getting to know her:

- How long have you lived in MGV?
- Tell us about yourself/your family.

•Understanding her vision of the Green Light Project (GLP):

- What role do you see yourself playing in regards to the GLP?
- What future plans do you have for the GLP?
- What role do you see us playing in regards to the GLP?
- What other resources have you looked into or would like to look into for furthering the GLP?

•Questions relating to the Help Centre:

- What role do you see the Help Centre playing in furthering the development of the GLP?
- What potential venues have you been looking into?
- What do you see as some of the biggest challenges we will be facing with the development of the Help Centre?

Green Light Project Leaders

•Getting to know them:

- How long have you lived in MGV?
- Tell us about yourself/your family.

• Understanding their vision of the GLP:

- What role do you see yourself playing in regards to the GLP? What role do you see us playing in regards to the GLP?
- What future plans do you have for the GLP?
- What are the greatest strengths of the GLP?
- What areas of the GLP could be further developed?
- What challenges have you faced? What advice do you have for us in regards to the GLP?

•Questions relating to the Help Centre:

- What role do you see the Help Centre playing in furthering the development of the GLP?
- What potential venues have you been looking into?
- What do you see as some of the biggest challenges we will be facing with the development of the Help Centre?

Green Light Project Members

•Getting to know them:

- How long have you lived in MGV?
- Tell us about yourself/your family.

•Understanding their vision of the GLP:

- What part (committee) of GLP are you involved in?
- How often do you meet with members of your committee?
- What kind of projects have you already completed? What projects would you like to complete in the future?
- How many people are a part of the committee you are a part of ?

•Questions relating to the Help Centre:

- Would it be helpful to have a venue for your various functions/projects?
- If you had a venue how would it be of use to you?
- What would you like to see in the Help Centre?

