

# 'Making and Implementing a Plan' Handout

Contact us with questions:

- Mike Brown – [markdjbrown@yahoo.com](mailto:markdjbrown@yahoo.com)
- Nancy Stockbridge – [nancystockbridge@comcast.net](mailto:nancystockbridge@comcast.net)

## Five Stages of Planning

1. Set an objective
2. Organize to get the job done
3. Assign Activities
4. Put the Plan into action
5. Wrap up

## Set an Objective

- Define success ~ why are you doing this now?
- Set SMART goals that will help you know you met your objectives:
  - S – Specific – Describes specifically what is to be accomplished
  - M – Measurable – How we know it is accomplished – how we see the finish line.
  - A – Attainable – Must be possible to accomplish the objective
  - R – Relevant – Links to the strategy of Kairos AND is valuable to the participants AND is in alignment with God's guidance
  - T – Timely – Deadlines are set and achieved
- Example:
  - Project Objective / Goal – We will conduct a Retreat that lets our graduates know they are loved unconditionally by God. It will increase attendance at monthly Prayer and Share. We will meet current institutional guidelines to do this safely using their public health guidelines and all task deadlines are met.

## Organize to Get the Job Done

- WHAT – What is God's purpose for this event/task/activity?
- WHY – What is my motivation for this event/task/activity? Am I following God's purpose or my own?
- WHEN and WHERE – Specifically where and when will the event/task/activity take place?
- WHO – Who will be involved in the event/task/activity? Clergy? Musicians? How and where do we recruit? Who is obviously involved? Advisory Council? Support Teams? Church? Chaplain?
- HOW – How will be able to hold the event/task/activity? Do we need fundraising? Do we Need approvals? How do we communicate to those involved?

For every part of the event/task/activity, be sure you have asked and answered WHO, WHAT, WHEN, WHERE, WHY, and HOW will we get the job done.

NOTE: These notes are suggestions that complement the Kairos Silver Manual to help Kairos leaders plan more effectively.

## Assign Activities

There are lots of planning templates. Simple is better. Simple plans are easy to use and track. Here is an incomplete short SAMPLE:

Task	Who is responsible	Due Date	Date Completed	Who needs to know	Comments
Team Recruitment					
- Team members	Tony	Sept 1	Sept 2	Leader	Full team
- Music team	Pat	Sept 1	Aug 25	Leader	Including amps
- Support team	Lou	Sept 7	Sept 2	Leader	Can only take in wrapped cookies
Prayer support					
- Prayer vigil to team	Sue	Oct 3	Oct 3	Agape & Leader	Include online link
- Reach out to churches	All Team	Oct 25	Oct 25	Agape & Leader	
Institutional Memos					Go through VAC
- Applications	Leader	Oct 30	Oct 20	Inst. Liaison	Ensure signed
- Ordering Dietary	Will	Sept 30	Sept 30	Maria	
- Inventory	Maria	Sept 30	Sept 29	Will	
- Team Names	Tanya	Sept 15	Sept	Leader	Need time for background checks
- Closing Names	Tanya	Sept 30	Sept 30	Maria & Will	Best if all sent together

## Putting the Plan into Action

- Leader provides support for team members to use their gifts
- Leader monitors the Plan and adjusts as needed in the moment
- Leader adjusts leadership style to match the team and individual development and need

## Wrap Up

- Celebrate the Holy Spirit's gifts to the event/task/activity!
- Do an end of event/task/activity debrief and consider
  - Were the objective and goals met?
  - Was it completed on time?
  - What worked? What could be done better next time? What do we want to pass on to the next person who does this?
- For ongoing events/tasks/activities consider discussing what to Start Doing? Stop Doing? Continue doing?

NOTE: These notes are suggestions that complement the Kairos Silver Manual to help Kairos leaders plan more effectively.