LET ROTARY CONNECTS HELP MAKE YOUR PROJECTS SUCCESSFUL

We all want our projects to succeed – but sometimes we just don't know where to begin or how to manage the things that get in the way.

Do any of these resonate?

- *What do we need for an effective project?*
- *We have completed a Vision Day and want to progress the issues identified.*
- *The community has many needs but we don't know how to get our club involved.*
- *We know what we want to do, but how do we involve our members and the community?*
- *We want to start a project but are not sure what we still don't know.*
- *We don't know if others are doing something already*
- *How do we set up and get a project moving?*
- *We just want to feel confident we are on the right track.*

The ROTARY CONNECTS process can help you determine what will work:

Start with the **Checklist** overleaf – each step is important for the project's success.
They give you a path to follow and allow you to identify the parts of the process that may be a problem and then to find ways to address them.

You can then access the ROTARY CONNECTS **Resource Kit**, a detailed manual which provides additional information on every step. Click on http://rotaryclubofmelbourne.org.au/rotary-connect-item/25899/rotary-connects/?type_fr=773

Each project is unique. The ROTARY CONNECTS team will help you use its methodology to tailor your project to the resources of your club and stakeholders in the community.

For further details or to organise a discussion with the ROTARY CONNECTS team contact:

Reg Smith (Rotary Club of Melbourne)

M| 0409 566 850   **E**| reg.smith@bigpond.com

James Pullar (Rotary Club of Melbourne)

M| 0417 574 941   **E**| jjpullar@netspace.net.au

PROJECT CHECKLIST

STEP	STAGE	EXPLANATION	QUESTIONS TO ASK / ACTIONS / DETAILS	WHAT TO DO	DONE
1	**GETTING STARTED** CONNECT, IDENTIFY, ANALYSE & UNDERSTAND	Identify and understand the key issues that people in the community are concerned about.	**Why** is this important? **What** is the current situation? **What** would it take to do it better? **Who** could play a role? What role could Rotarians play? **What** would success look like?	*In your Club, brainstorm local problem/s.*	
2	**DECIDE ROTARY'S ROLE**	Determine if there is a role for Rotary in addressing these issues.	Rotary can support the idea by: **Championing** it & providing the Project management **Connecting** stakeholders **Seed funding** and support **Facilitating** championing of the Project **'Arms and Legs'** - Manpower to deliver the Project **Connecting** with a cluster group	*Decide how you and Rotary can best get involved.*	
3	**APPOINT A CLUB CHAMPION**	Who can lead this project? A champion is critical for success.	The project leader will need to be: **Inclusive** – and can get (and keep) a team around them **Passionate** about making a difference **Committed** and have the time **Able to go the 'long haul'** (as long as it takes)	*Find a champion who will be passionate about the project.*	
4	**ENGAGE OTHERS**	It is critical to collaborate effectively with those who need to be involved in the project for its success. Identify and engage prospective partners	Create an atmosphere of 'shared responsibility' by **Engaging** community stakeholders in meaningful discussions about their community **Sharing knowledge**, enabling people to focus on the 'gaps' and not duplicating activities already underway **Establish relationships** between the club and the community	*Hold a community forum to engage those who have knowledge or are working on the issue* *Establish the Project Team with clear simple goals.*	
5	**DEVELOP A PLAN**	With the goals in mind, create a plan and form partnerships with community stakeholders	The work plan should list: - Specific tasks - Individual responsibilities - Resources - Budget - Project timescales and deadlines - Anticipated task outcome	*Create a plan together — and a simple, easy-to-understand schedule*	
6	**IMPLEMENT, MANAGE & MONITOR**	Implement and manage the project plan and modify as necessary	Monitor your project and keep up momentum by; **encouraging**, and rewarding those working on each task **clear communication** and collaboration with partners	*Manage the project and keep everyone on track*	
	CELEBRATE	It is important to not only celebrate key milestones, but learnings along the way, and any benefits to the Club etc.			