

The Process of Planning

The steps defined below are the roadmap to success! It is used in business everyday...and it can work for Eastern Star. You will obtain the best results if you ask every question associated with the step ~ think about the answer and gather different thoughts through a group brainstorming session.

1. Define the problem

What is the problem?

Who says it is a problem?

What will happen if nothing is done?

2. Set the objective

What do you want the situation to be in the future?

How will you know when you have achieved it?

3. Choose strategies

What are all the possible ways to solve the problem?

What resources will be needed to do each alternative? (people, \$, time)

What alternative is the most feasible?

4. Prepare to implement

What arrangements need to be made with other organizations and people to carry out the plan?

How will we get everything done on schedule?

What are the needed resources and how do we get them?

5. Evaluate the progress

Did the plan produce the desired outcome?

What worked well?

What didn't work?

What should we do differently?