

# JCI LOCAL ACTION GUIDE

## Local Plan of Action

Strong planning is a prerequisite to accomplishing goals. A plan of action outlines *now* what to do in the *future* to effectively fulfill the mission and objectives of the project or activity.



## PLANNING PROCESS

A plan of action lays out clearly the goals that a Local Organization sets out to accomplish in a given year. A plan of action must fit in with the Strategic Plan of the organization. A plan of action must answer the following questions:

### 1. Why does the organization exist? – The **mission** or **purpose**.

The mission of an organization is the reason for its existence, the definition of its purpose. Each Local Organization is unique and will have its own mission, but it must be closely related to the mission of JCI:

***"To provide development opportunities that empower young people to create positive change."***

### 2. Where will the organization concentrate its efforts? – The **Key Result Areas**.

The mission should now be divided into Key Result Areas, which will determine where the organization and the officers should invest most of the time, talents, energy, and money.

The Key Result Areas are the areas where the organization needs to focus its primary attention and where **results**, not activities, **are significant**.

### 3. What do we want to do? – The **Objectives**.

Objectives form the basis for determining what activities to perform. Objectives also help to establish criteria for evaluating how well the activities are being conducted.

An objective is a statement of a result to be achieved and must start with the word "to," followed by an action verb. It must be **clear**, **achievable** and **measurable**.

### 4. Who will be responsible for it? – The **Officer Responsible**.

Each objective must clearly indicate who will be responsible for the coordination of the action and the accomplishment, as well as the development of strategies and the assignment of new responsibilities to each strategy.

### 5. When should it start and be completed? – The **Deadlines**.

Include dates to begin and end or a time period within which the result is to be accomplished.

### 6. How much is it going to cost? – The **Budget**.

The objective must stipulate the maximum investment the Local organization is willing to authorize.

### 7. How will each objective be done? – The **Action Steps**.

The objective is now divided into smaller steps, general actions to accomplish the objective. The action steps must also indicate the person responsible, the deadline and the cost.

After the above process is completed, the actions should be spread over the yearly calendar.

## THE PLANNING SCHEDULE

The following steps should be taken during the development of the Local Organization's plan of action:

### 1. Draft the plan of action.

The President and the Secretary have the responsibility to prepare a draft of the plan of action for the next year. It is important to note that it is the outgoing Board that develops the plan of action for the succeeding year.

### 2. The Board of Directors amends the draft.

The draft is discussed by the Board of Directors and amended if necessary.

### 3. Final Proposal goes to General Assembly.

The proposal is submitted to the general membership and amended if necessary at the annual General Assembly.

### 4. Incoming Board incorporates the changes approved by General Assembly.

The final Plan of action is now printed and distributed to all Local Organization members.

### 5. Board members prepare individual plans.

Each officer of the incoming Board prepares individual plans of Action after receiving their assignments and responsibilities for various objectives.

### 6. Approve individual plans.

The Board of Directors approves each officer's plan of action during the first month in office.

### 7. Design yearly schedule of events.

The Secretary can now spread the activities over a yearly calendar and send it to all members with the deadlines and assignments.

### 8. Supervisors follow up with team.

Now is the time for action, and the immediate supervisors of each officer should follow up with their team members to ensure everything is going according to plan and schedule.

### 9. Evaluate and make recommendations for the future.

The President and supervisors should evaluate the progress every month and make recommendations on actions or objectives to be included in the next year's plan of action.

### 10. Draft next year's plan of action.

Go back to the first step. By properly using the evaluation and recommendations, it is easy to draft next year's plan of action.

## SUMMARY

A clear and achievable plan of action is both a guide to direct the efforts of officers and members but is also a tool that helps communicate the directions and purposes the group is aiming for.

A plan of action is not cast in stone once it is printed. Review your plans monthly and update them quarterly, or whenever circumstances in the Local Organization change significantly.