
From idea to
completion



The Questions

What are we going to do?

When are we going to do it?

How are we going to do it?

Who is going to do it?

Who is going to help us?

What materials do we need?

How much will it cost?

Where do we get the money?



Get your plan together

Step 1: Tasks

Tasks are activities or actions that move a process forward.

Be creative, but realistic, when establishing tasks. Realistic action planning needs to take into account limited resources in terms of money and time.

Step 3: Time frame

A time frame helps to indicate the duration of the task, and should contain an end date. It is important to revisit the action plan before the end date occurs to determine if the task can actually be completed on time. If not, then a discussion should take place about why it was not possible to complete the task by the time stated, and a new time frame will need to be set.

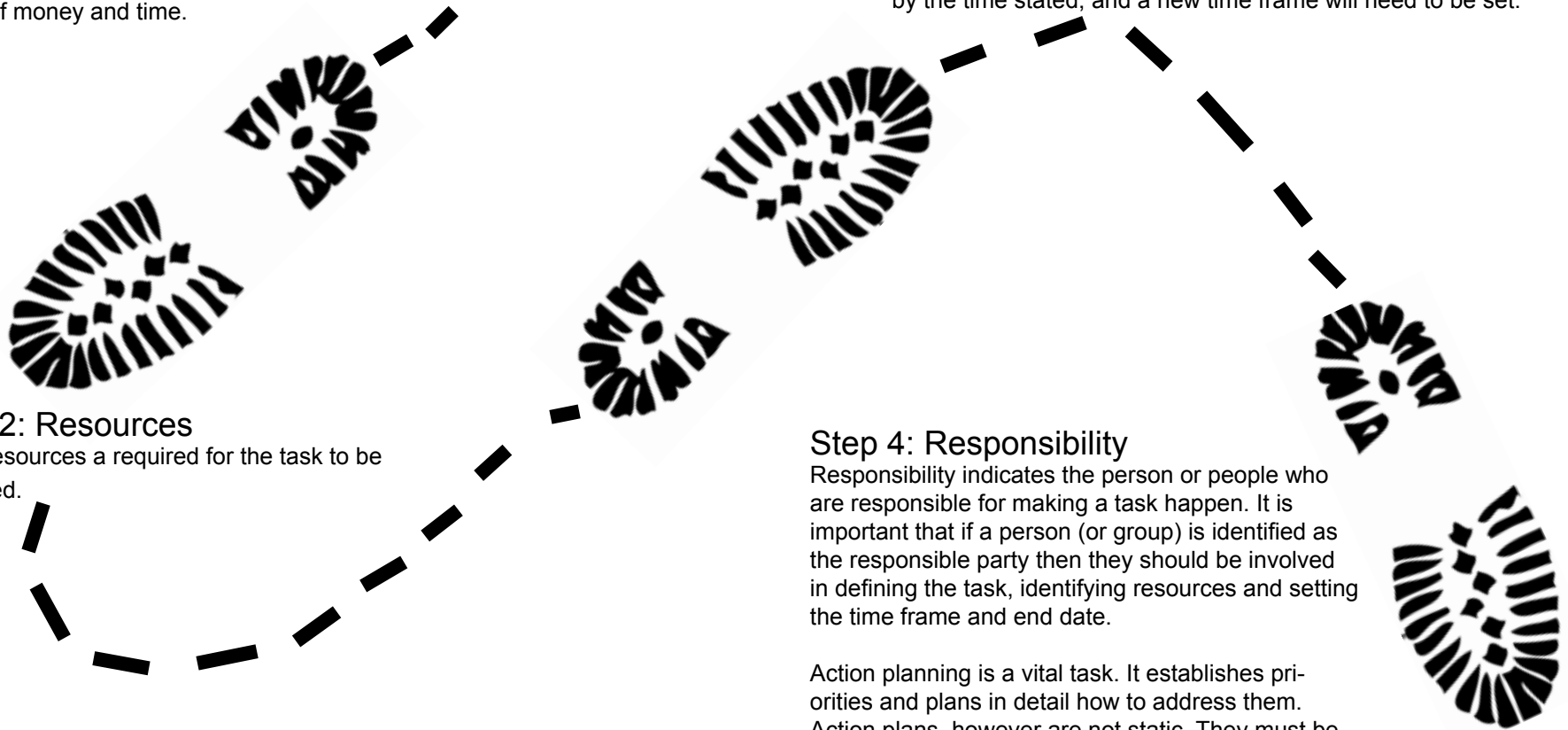
Step 2: Resources

What resources are required for the task to be achieved.

Step 4: Responsibility

Responsibility indicates the person or people who are responsible for making a task happen. It is important that if a person (or group) is identified as the responsible party then they should be involved in defining the task, identifying resources and setting the time frame and end date.

Action planning is a vital task. It establishes priorities and plans in detail how to address them. Action plans, however, are not static. They must be dynamic and flexible, able to be changed as time progresses to reflect new or better information.



Breaking it down

Identify the longest line and the shortest line

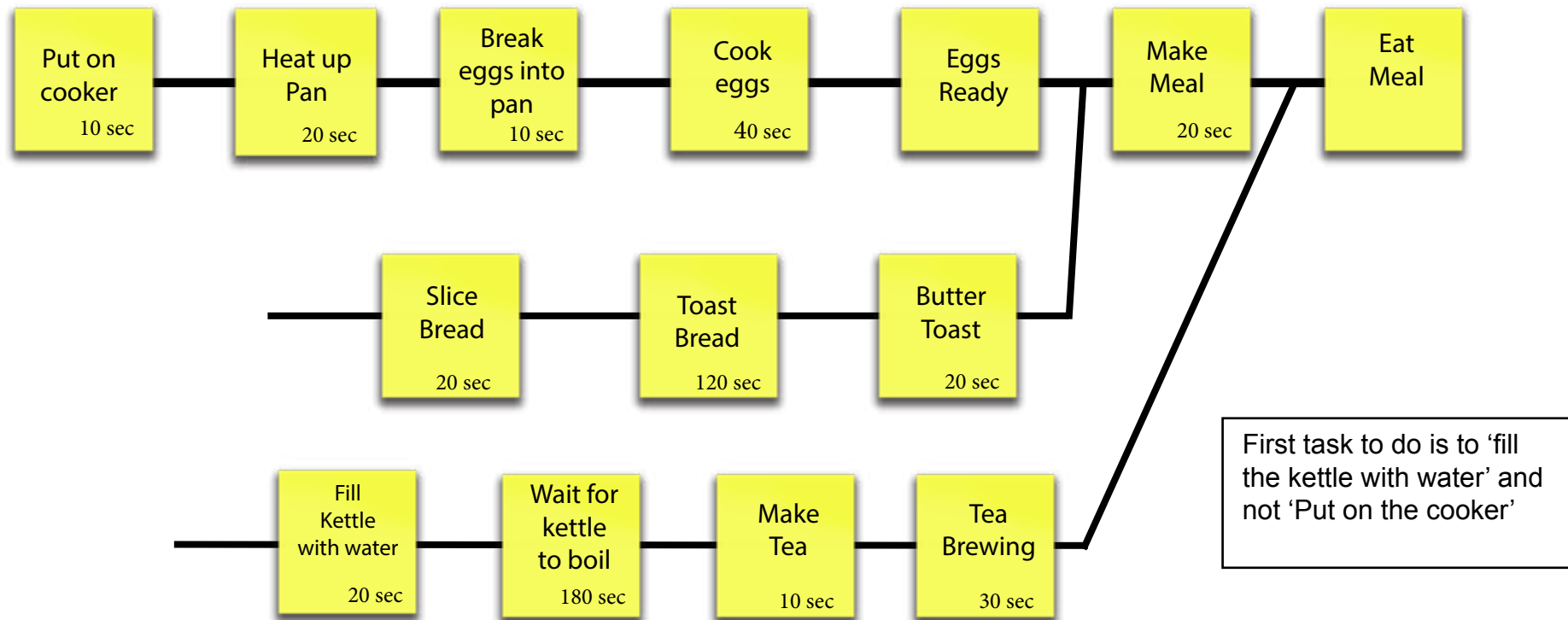
How much time does it take to do each task

Arrange them in a line or different lines side by side.

List all the tasks to be done - place each job on a slip of paper of paper

We will use the idea of cooking a meal as an example.
So we are going to have some eggs on toast and a hot drink.

- Each task is placed on a piece of paper.
- The time to complete each task is written on each slip of paper
- The pieces of paper are aligned in order.
- You will notice from the times that the longest timeline is making the tea.
- The shortest timeline is making the eggs



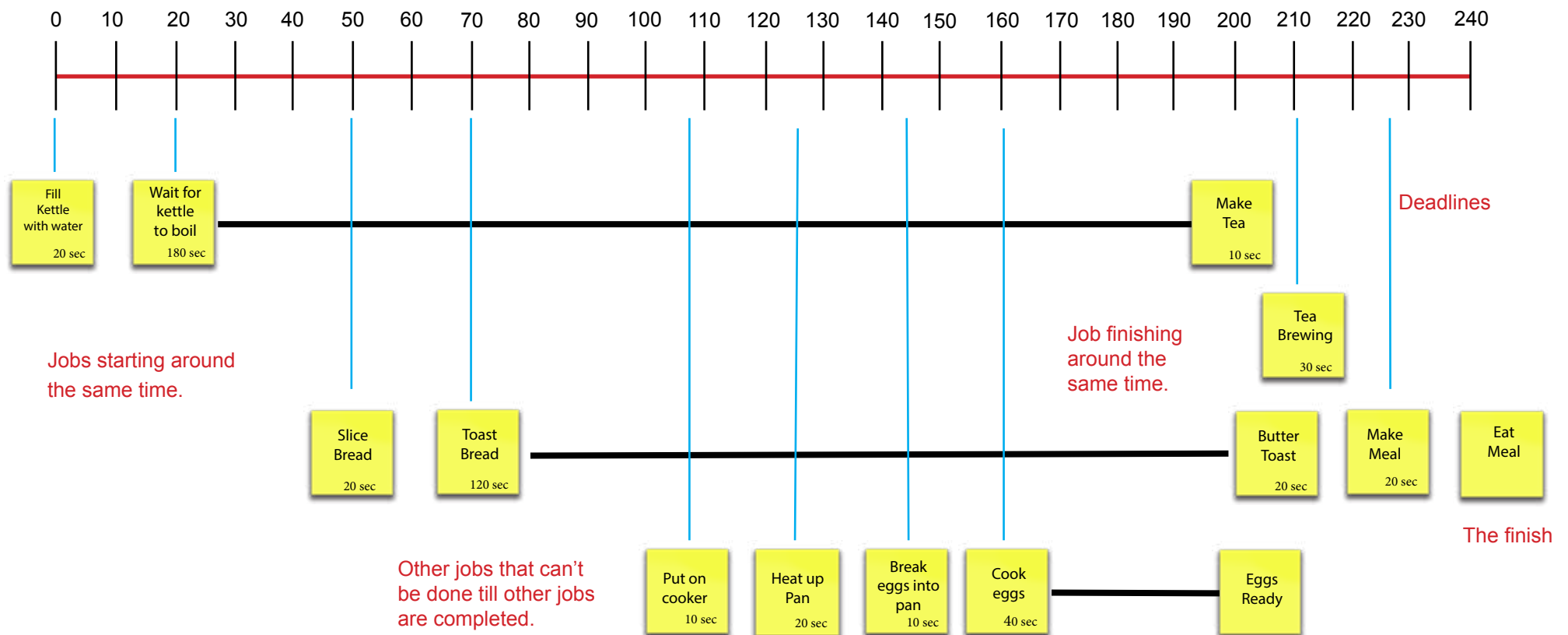
Identify key junctions and deadlines

So, when we rearrange the jobs in the correct order according to time you can see clearly the sequence.

Different tasks of the meal start at different times but all the tasks have to be ready around the same time. Close co-ordination is required as the tasks finish to be sure everything is ready at the same time.

One person needs to co-ordinate all the tasks to make sure everything goes to plan. This person is called the Project Manager/or Leader

The start time



Leadership and responsibility

As Leader of a project you will lead your Team with enthusiasm towards the successful completion of the challenge. Sometimes it will be taking part in an incident trail or game, at other times it will be a Patrol hike or camp. Each requires different levels of leadership but at all times the same basic tools are used. These same tools are used by all people in leadership positions and are explained below.

Effective leadership is achieved when each of the elements - the Scout, the Patrol and the Task are mixed in the correct measure.

The Task

The task is simply what you and your Patrol are expected to do. In determining what you have to do it is most important that you listen and ask questions so that you understand clearly what is expected.

In the case of a game - how the game is to be played, what are the rules, how you win the game. In the case of an emergency situation - what has happened, what treatment is needed, what needs to be done, sending for help.

Each question will help to clarify the true picture of the task to be completed. Sometimes, over - enthusiasm to undertake the challenge, may lead to it being attempted in a 'quick reaction' manner, which will affect how it is approached and probably have a big bearing on the result. So be cool, be calm, be collected, in your approach to all challenges, particularly in emergency challenges.

The Scout

Each Scout within the Patrol has a certain level of expertise, knowledge and talents and each has a role to play in solving or overcoming a problem or task. As the leader of your Patrol you need to be aware of these qualities and be able to mix and match the skills and experience of your Patrol to achieve the best result. Sometimes that might even mean handing over the leadership of a task to another member who is better qualified to lead that part of the task.

The Patrol

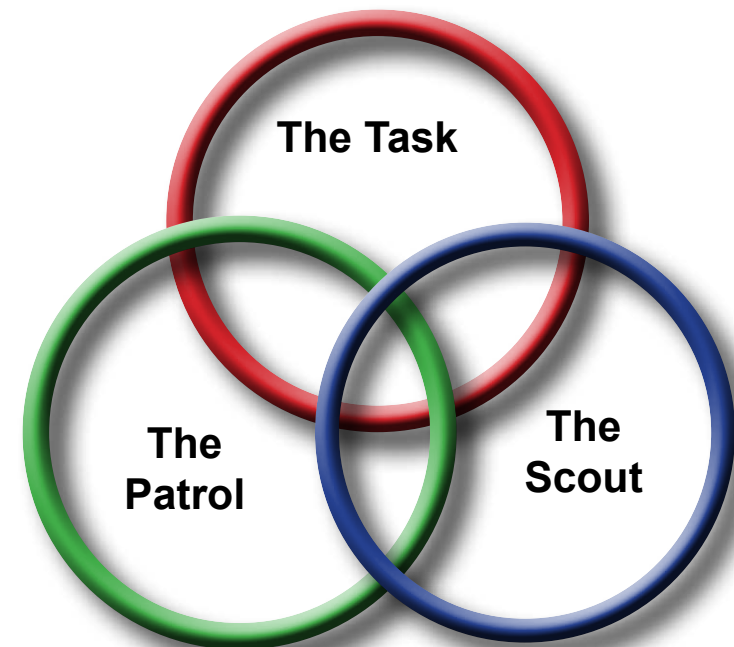
The Patrol is a team and the collective effort of the team is required to complete the task. It is the role of the Patrol Leader to direct and maintain the qualities of the Patrol with the individual skills of each member, and the task in mind.

Each part of the machine must work at the right time. Remember, the phrase, 'all for one and one for all'. Everyone in the Patrol should stay focused on the task so that when they have completed their part they can assist others to complete theirs.

Each element is important in its own right and it is impossible to complete the task by using one element alone. The job of the Patrol Leader is to find the correct mix for each challenge that is presented, so that the task is completed successfully. This can only be learned by experience. Each time the Patrol springs into action you will need to

apply leadership skills to the situation. Be prepared to learn from your mistakes. This is the art of true leadership.

The Patrol Leader who wants to ensure the Task, the Patrol and the Individual are taken into account can make use of several leadership skills. These skills are summarised in the following checklist. They can be applied to any activity, programme or meeting.



The good Leader should constantly be asking:-

In achieving the task....

- Did I plan for it carefully with the Patrol?
- Did I continuously evaluate how it was going?

In working with the Patrol...

- Did I share the leadership of the Patrol; were they fully involved in making and carrying out the plans?
- Did I use all the resources available to me, and within the Patrol?
- Did I co-ordinate the Patrol, so that it worked effectively as a team?
- Did I ensure that the Patrol's interests were properly represented when discussing them with other people?

In encouraging and helping each individual....

- Did I communicate with every member of the Patrol?
- Did I help others to learn new skills ?
- Did I set an example to the Patrol?

