

Managing your project

Taking the first steps

- Discuss/inform
- Write it down
- Take photos before and after

Gathering support

- Start local
- Don't be disheartened

Building up steam

- Use local media to help broaden your consultation to gain more support
- Seeking help and advice
- Local community technical advice/contacts
- Other groups and organisations
- Technical help

Getting yourself organised - setting up a subcommittee

- Secretary
- Treasurer (maybe doubling as cost control clerk/estimator)
- Chair

Timetable

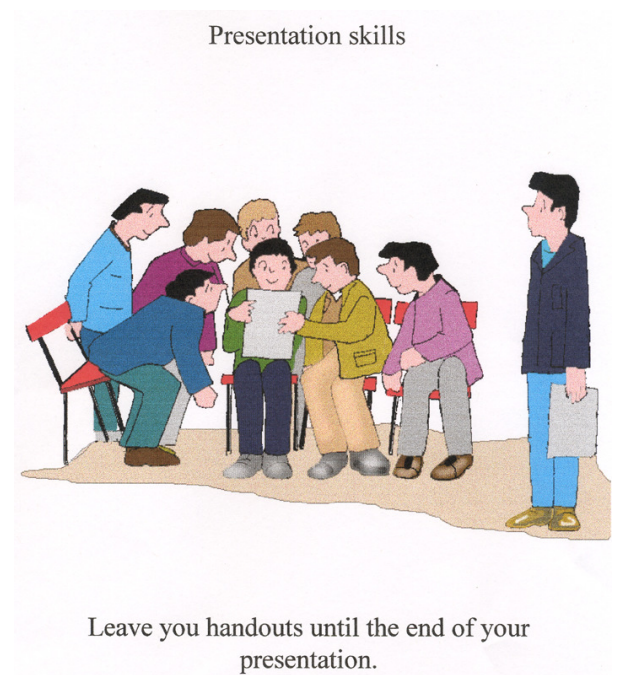
- Involving other people always takes longer than you think
- Start small
- Always write down requirements and tasks

Developing your idea

- Are your plans suitable?
- Are there any ownership problems?
- Are there any existing plans?

Putting your idea on paper

- Sketch - include any technical input (maybe architect, engineer, surveyor, designer)



If appointing a designer

- Remember you are the boss
- Take in technical advice
- Enjoy the technical input

How much will it cost?

- Purchase or rental price for the land
- Materials
- Labour
- Fees for professionals
- Running cost
- VAT
- Sundry
- Contingency
- Accounting and financial management for charities

Funding

- Local council
- Business and industry
- Local Charities with interest in the area or in the activities which you seek to provide. Consider appeals to businesses local or national, National Lottery, (details are available from the local library and RYA Sailability.)

Local Fundraising

Fundraising has become highly professionalised, so it calls for great commitment on the part of volunteers and unpractised fundraisers to achieve sponsorship. So encourage your most enthusiastic and best connected team to accept the challenge. Be prepared to consider the benefits to a would-be sponsor - they will naturally need to know "what is in it for them".

- It can be hard to gain large amounts of funding, however events can make it possible for others to be involved.

Gifts in kind

- Companies and councils may sometimes find it easier to give in kind.

What do local people think?

- You cannot assume that everyone will support your project.
- Work out what is important to you and what you are willing to change before you publicise.
- Contact local newspaper/radio/media
- Display a sketch of plans of the project
- Conduct door - to - door study
- Invite local people to an informal meeting to discuss the scheme

Detailed Design

- Your scheme may need to be adapted as a result of your consultation process

Plan ⇒ Communicate ⇒ Renew/Review

Organise Maintenance

Running costs are all too often a major problem. So consider ease of maintenance when initiating a plan or design.

- Think and act long term.
- Who may help with maintenance?
- DIY?
- Schools may be able to help as a project
- Volunteer organisations may help
- Local probation service may need projects for those on community service orders
- The local council may help or support

Getting permission

- Are you happy with the final design?
- Are local people and club users happy?
- Do you have consent in writing to do the work?
- Is your group properly constituted?
- Have you secured adequate funding - do you have any agreements in writing?
- Do you have all the necessary permission (planning permission, for example)?
- Have you made arrangements for maintenance?

On the Site

- Managing the project
- Timetable
- Make sure money is available when required

Insurance

- Premises
- Content
- Liability for users and staff

Who is going to do the work?

- Yourselves?
- Volunteers?

Financial reminders for project management

- Does the grant have a time limit?
- Do you need to build-in special events either for teams of volunteers to contribute to the project or to fundraise for each stage of the project?

Contractors

- Many contractors will not work with volunteers on site. Health and Safety influence such decisions. However you may agree with a supplier or builder on a reduction if, for example, you dig footings to an agreed specification or move materials to the construction point when the professionals are away etc.

Supervision

- It is essential to consider who is going to supervise the work to ensure that the work is done as you want it.

Tools, equipment and materials

- Contractors should be self-sufficient but it is worth checking
- If you do it yourself then be aware of long delivery times or slippage in agreed commitments
- It may be possible to re-use recycled materials but this can be expensive on time

Money matters

- Keep account of income and expenditure
- Don't forget the maintenance - try and build in cost savings in cleaning, wear and tear, etc.

Planning for inclusion - Demonstrating Commitment

The key to the success of any project is the team. If you are aiming to encourage the involvement of a group of individuals who have to overcome more barriers than most when wanting to participate in sailing then it is essential that you are proactive and demonstrate your commitment to improving the situation over a period to give people the time to gain confidence and then get involved. Your club's commitment to improving facilities can be demonstrated in a number of ways:

- Articles and photographs for local, regional, national and sailing or disability media
- Statements from senior people within your club
- Forming specialist committees to drive specific projects within the development process
- Regular feedback
- Produce a statement or plan
- Bring together a working party with representative members
- Work towards having sufficient resources - appropriate allocation of resources
- Raise the profile of the plan using the media to promote a positive image
- Invest in training early to ensure that all people involved are aware of the issues
- Develop a short term action plan

Consultation

Consultation is an essential part of the process, which encourages open discussion about a certain area of a club's development or practice; it promotes and helps to identify the issues which need to be addressed. Good consultation involves disabled people at all levels of the development process.

Consultation methods:

- Open forum meetings
- Focus groups
- Private invitation meetings
- Questionnaires
- Interviews
- Seeking written responses
- Articles in newsletters
- Think tanks

NOTE

Many people have what could be considered a disability but do not consider themselves to be disabled, and may face the same barriers to participation as other disabled people. Make your consultation process as open as possible to allow for the views of groups of people who have thus far not been represented.

Analysis and initial planning

- Current policies
- Practices
- Employment provision
- Codes of conduct

Facilities Analysis

- List positive and negative practices
- Seek external advice if needs be

An Action Plan Should Identify

- Clear objectives and performance indicators
- Targets
- Time-scale
 - Short-term
 - Medium-term
 - Long-term

Implementation, Monitoring and Evaluation

Implementation and constant re-evaluation is the key. Actions must be part of realistic work plans for both paid and voluntary staff. The interface between the paid and unpaid members of the club can become an important issue during some development programmes.

- Monitor
- Appraise
- Conduct a qualitative monitoring, find out people's views on the change process.