

Minibus planning exercise



Why use this activity?

This activity helps a church or community to plan its work in a way that is easy to understand and remember. It includes some ways of addressing the problems which could arise and hinder the progress of the project.



A brief description

The group discusses a number of key questions that help to develop an action plan.



You will need

- Paper and pens



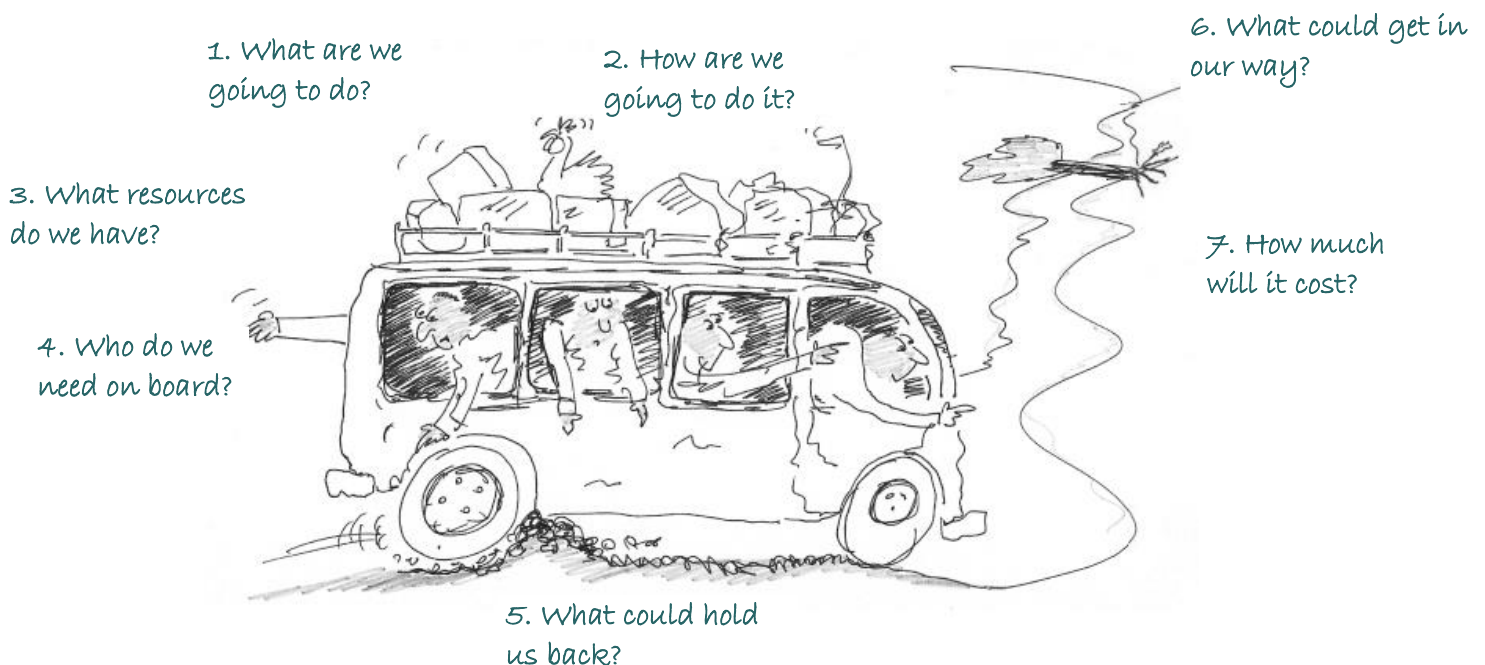
Timeline

This activity will take 2-4 hours.



What to do

If possible, ask someone to draw a minibus similar to the picture below and display it somewhere where everyone can see it.



Discuss the questions surrounding the minibus.

1. What are we going to do?

This is about deciding what is the main objective of the project. Encourage the group to be clear about the problem they are seeking to address.

2. How are we going to do it?

This is about identifying the tasks that people involved in the project will have to do to make sure it fulfils its objective.

3. What resources do we have?

Consider all the different resources that you already have and that you can use for this project. This could include people's labour, time, experience or skills, as well as natural resources, relationships with other organisations, money and prayer.

4. Who do we need on board?

Think about the various people who should be involved in designing and operating the project. This should include the beneficiaries, as well as church leaders, volunteers and a representative of the local authorities.

5. What could hold us back?

The purpose of discussing this question is to identify the things that could possibly prevent your activities from happening. This might be opposition from other members of the community, lack of funding, or lack of skills and experience.

6. What could get in our way?

This is about all the things that could disrupt the project after it has started. These could be local conflicts, bad weather, sickness among workers in the project, or uncooperative local officials.

7. How much will it cost?

When you have identified all the different activities, you will need to work out how much these activities might cost, and prepare a simple budget.

- If the group is very big, then break it into smaller groups of four to five people to discuss the questions. If there are a lot of answers for each question, ask the group to prioritise the most important answers.
- Does the group have sufficient skills, experience and knowledge to undertake the particular project they have chosen? If they do not, then discuss where they could get this additional capacity from.
- Once all of the questions around the minibus have been discussed, use the following table to develop an action plan.

Plan	Details
What do we want to do?	
Why do we want to do it?	
How are we going to do it?	
What resources do we have?	
Who do we need on board?	
What could hold us back? (from starting the project)	
What could get in our way? (once the project has started)	
When are we going to start?	

Here is an example from a project in Zimbabwe:

Plan	Details
What do we want to do?	Plant 500 trees (Indigenous and exotic)
Why do we want to do it?	Reduce the risk of flash floods as people are cutting down trees for selling Create protection against strong winds Create woodlots that can be harnessed for firewood Contribute towards climate change mitigation by improving a carbon sink (trees)
How are we going to do it?	Establish community trees nursery Prepare the field Environmental team to mobilise and monitor the implementation of tree planting
What resources do we have?	Land Tree seedlings Water
Who do we need on board?	Forestry Commission

	Environmental Management Agency Local Environmental Committee Village heads Community members
What could hold us back? (from starting the project)	Limited soil moisture
What could get in our way? (once the project has started)	Veld fires can destroy trees Ants can destroy the young trees Animals like goats and cattle can eat the trees
When are we going to start?	November 2017

For more detailed planning, you might find it helpful to develop a Task Planning Table – see p58 of *Disasters and the Local Church* for more information.



Notes

This activity is adapted from Tearfund (2009) *Disasters and the local church*
http://learn.tearfund.org/en/themes/disasters/disasters_and_the_local_church/ and
 Tearfund (2011) *Umoja Facilitator's Guide*
<https://learn.tearfund.org/en/themes/church/umoja/>