

## Developing A Work Plan

It is helpful for organizations to develop an annual work plan. Meeting goals and planning events, recruiting volunteers and strengthening the organization will be easier if you take some time to outline your expectations and objections and then make a plan for meeting those goals.

Developing a work plan can help you to decide which issues/projects are most important to your neighborhood. There are many ways to address neighborhood issues. The more open you are to finding solutions, the more successful your group will be in meeting your goals. Be creative and open to new ideas as you plan your work and ask for assistance in getting answers to your questions by contacting the Office of Neighborhoods at City Hall.

You should also make a work plan for individual projects to help everyone stay focused and on target. Here are some questions to answer in developing a work plan:

1. What is the purpose of doing this project? If this is an annual work plan, review the purpose of the organization, and then define goals for the year.
2. Is there a need for it?
3. What resources are available to help the neighborhood organization meet these goals?  
(Check with the Office of Neighborhoods at City Hall.)
4. Has any other neighborhood organization tried this activity? Can they be contacted for help?  
(Check with the Office of Neighborhoods at City Hall.)
5. What are the tasks involved for the project?
6. How much time will be needed?
7. Will money be needed to do this? Does the neighborhood organization have the funds? How can you raise money? Check out the City of Riverside Neighborhood Matching Grant program information in the toolkit.
8. Are enough volunteers available to do the work?

*Be realistic in setting goals, and accomplishment will grow!*