CLWB CYMRU

DETERMINING A FACILITY PROJECT NEED

Being clear on the reasons for, and need to explore a facility project is crucial.

Understanding the reasons for your project will help you to plan and prepare accordingly and can ultimately help you to achieve your goals.

Through providing clarity, you will be in good stead when communicating with external stakeholders such as the local authority, funding partners and wider members of the local community.

Scoping out the project will help you successfully deliver your aims with a clear path of how you are going to get there, what support and resources are needed and timescales to help identify when the project will be achieved.

Start by taking time to reflect on these questions. Remember, you are not alone so aim to gain other perspectives, ideas and thoughts. Through engaging others such as your committee or board you can build a successful project together.

What's the need?

What is the problem you are trying to solve?
What is the future need of your club?
Is there a need in the local community for this project?
Is there any evidence to support the need of the project - local authority reports, data and insight on growth within the club, local community visions?

What are the objectives?

What goals do you want to achieve?
What is the desired outcome of the project?
How would these outcomes support the club and wider community?
What will be done, when will it be done, what will it cost?

What are the resources required?

What funds, time and resources are needed?
Is it clear what resources are being provided by what partner/external stakeholder?
Do new resources need to be sourced/secured?
Has the club identified a key individual/formed a working group to support the project?

What are the key milestones?

What do you want to achieve and by when - be specific?
Are the milestones realistic?
Do these milestones align to external stakeholders you are working with/alongside?

What could be the barriers?

Have all eventualities been thought through and contingency plans prepared?
Is there flexibility, if needed, with resources e.g. funds, time etc?
Is everyone clear on the goals, outcome, roles and responsibilities?
How flexible is the project plan to allow for any changes/adaptations?