From Idea To
Completion
SCOUTING
IRELAND

The Questions

What are we going to do?

When are we going to do it?

How are we going to do it?

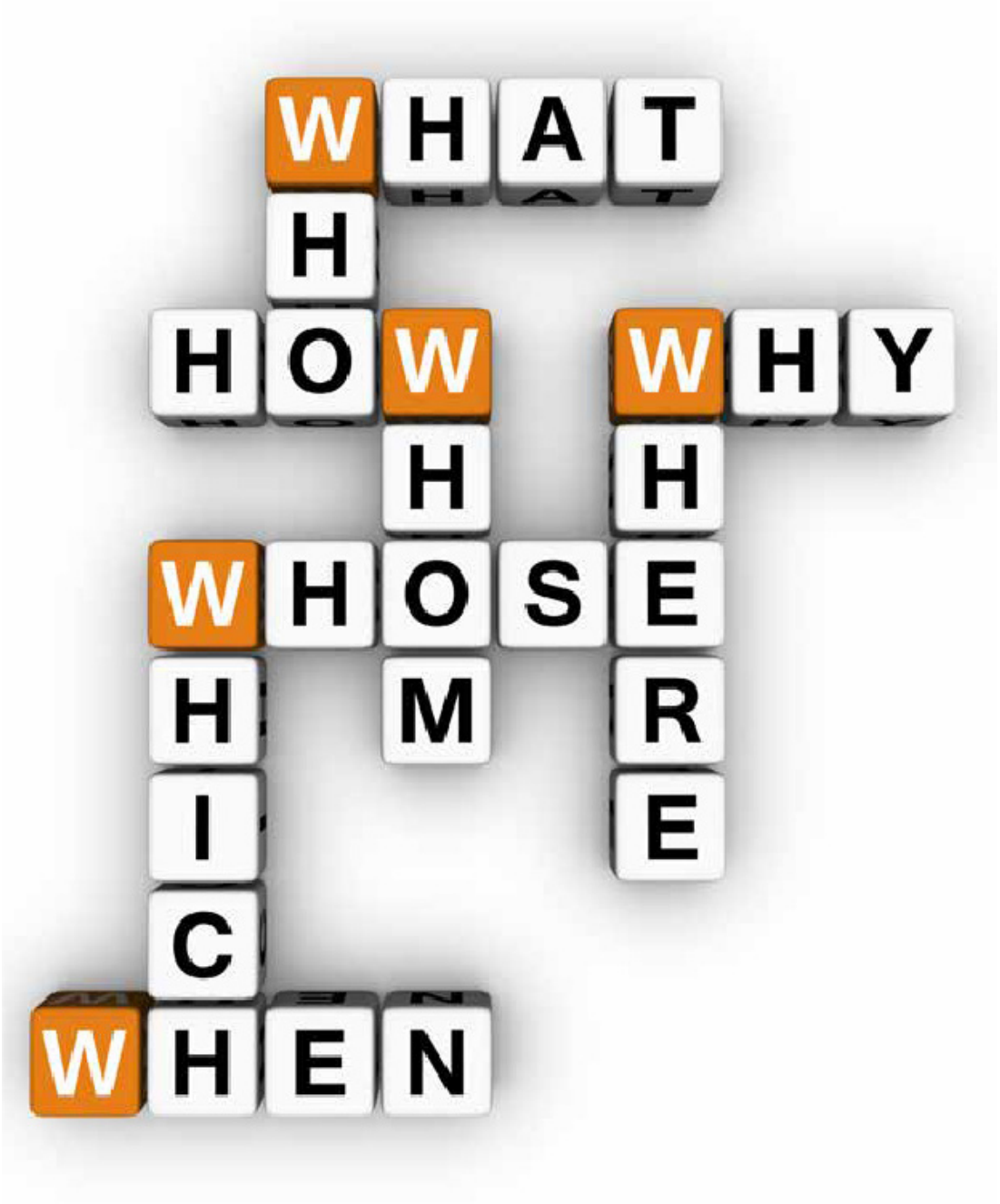
Who is going to do it?

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 2: Resources

What resources are required for the task to be achieved.

Step 3: Time frame

A time frame helps to indicate the duration of the task and an end date. It is important to review the action plan before the deadline to assess if the task can be completed on time. If not, a discussion should occur to understand the reasons behind the delay and set a new time frame accordingly.

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.

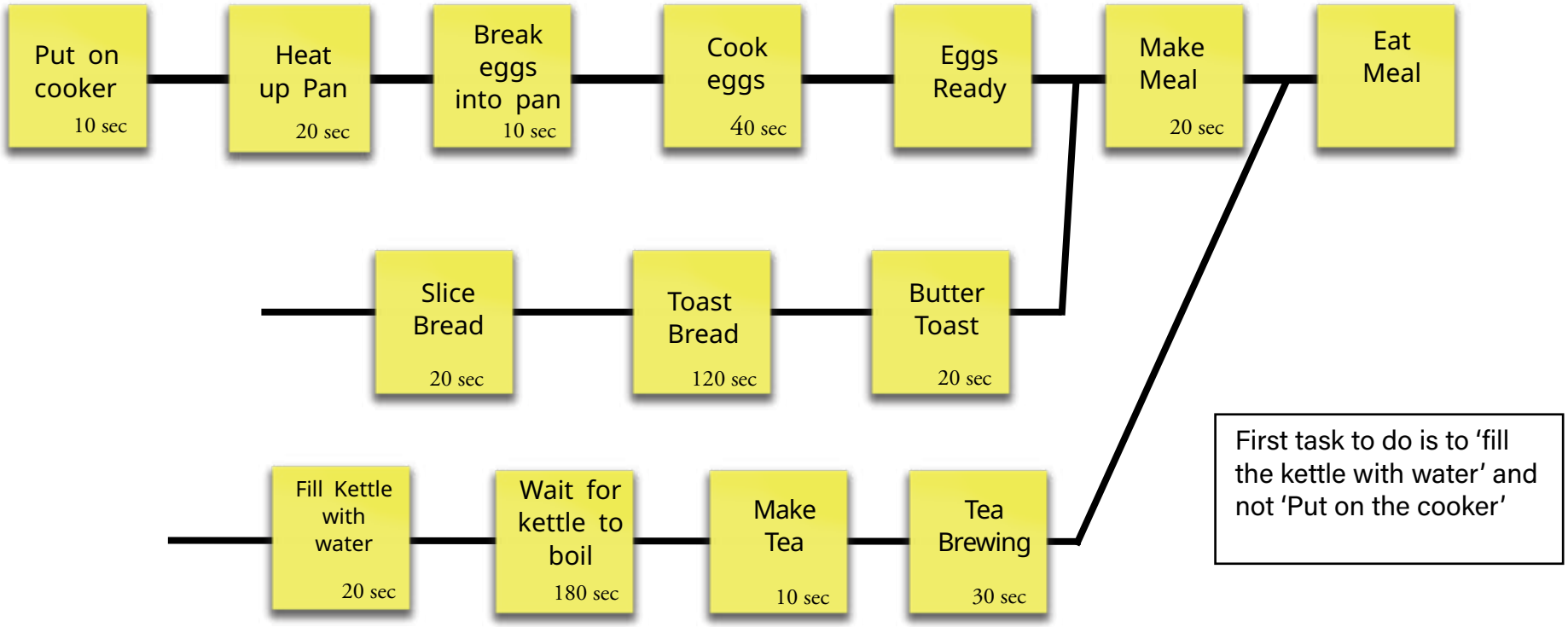
How much time does it take to do each task?

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.

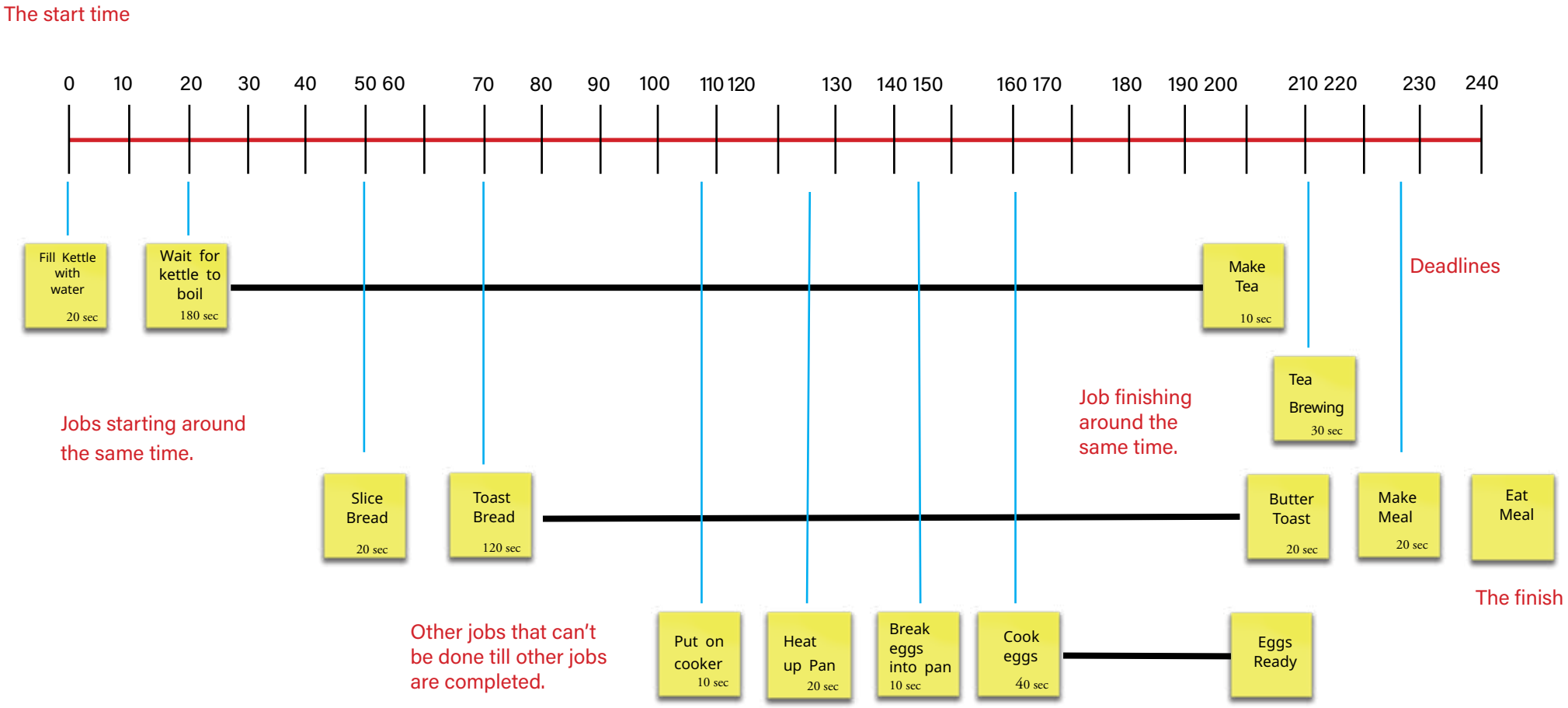
We will use the idea of cooking a meal as an example.
So we are going to have some eggs on toast and a hot drink.

- 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.



Leadership and Responsibility

As the Leader of a project, your role is to guide your Team with enthusiasm towards overcoming challenges and achieving success. Whether it is participating in an incident trail, game, patrol hike or camp, different levels of leadership are required, yet the same necessary tools apply throuhout.

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.

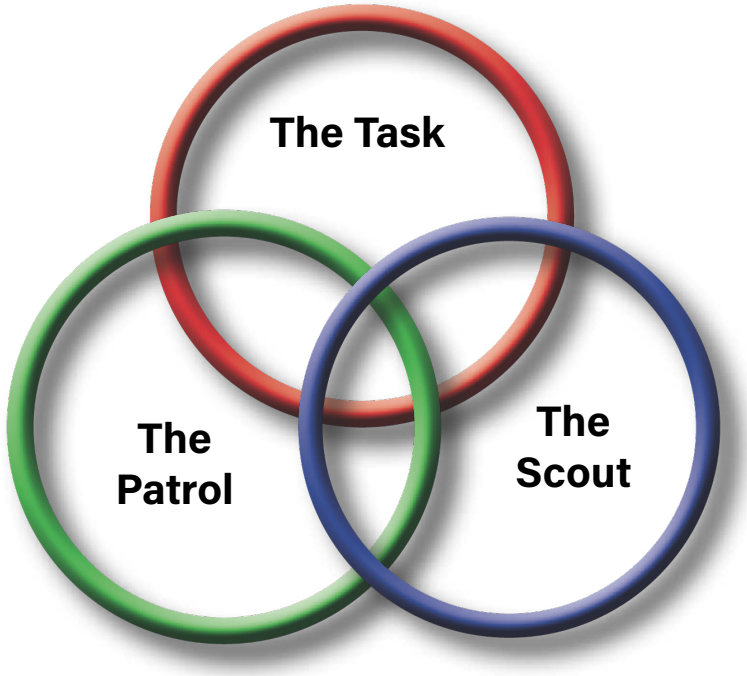
The Patrol

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.

To ensure the the Task, the Patrol and the Individual are all considered, the Patrol Leader can utilise a range of leadership skills. These skills are condensed into a checklist that can be applied to any activity, programme or meeting.



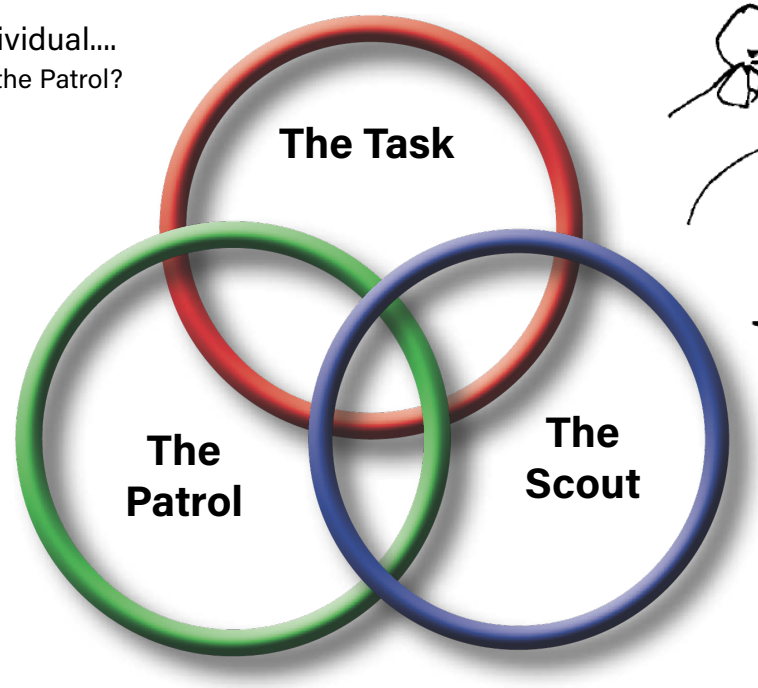
The good Leader should constantly be asking:-

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?