



1. Messy Ideas Stage

This stage of the process is all about properly understanding what the problem is that we are trying to solve; importantly including understanding the root causes and breaking the problem down. In order to do this, a variety of sources and methods should be considered and used: evidence from similar projects, academic research, and a current situation analysis. The latter takes in the views of a broad range of stakeholders so that the issues are approached through different lenses. This is a critical step.



2. Vision

This is the time to make decisions. Having done deep dives into understanding the issues, analyses of the problems, solutions, blockers, levers and assets, you should have a clear idea of what needs to be done to create change. In other words, what the priorities are. You need to work out, collectively, what are the *must haves* and what are the *nice to haves*.



3. Planning

Using the logical framework, if you have used that tool, as your guide, it is time to plan activities and interventions for the periods of the plan. Chunk periods up into short-term, medium-term and long-term. More detail will go into short- and medium-term plans at this stage.

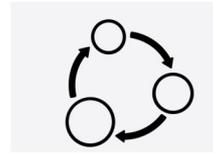
The vision is the guiding star, and the scope defines your boundaries.



4. Implementation

Time to publicise your programme and projects.

The idea is for you to bring along as many people as possible and get an ever-broader range of stakeholders invested in your vision and how you will get there.



5. Project Cycle(s)

This is the longest part of your long-term planning process.

As the activities and interventions are put in place there needs to be **systematic** and **periodic** reviews. Be guided by RACI: **R**esponsible, **A**ccountable, **C**onsulted, **I**nformed.

While your plans will be focused on the end goal and careful not to let in any *scope creep*, at the same time they will need to be adaptable.



6. Review

This is the final review of the programme and its projects at the end of the long-term period as identified in your planning.

Best practice is to have used an external evaluator throughout the life of the plan leading to this final end of plan impact report.



7. Celebrate success

You may want to change steps 7 and 8 around depending on what will happen next with the project. The last two steps are interchangeable.

This is a time to share with everyone invested in this plan the highs (and acknowledge the lows). It is a time to celebrate both achievements and learning along the way.



8. Decision Gate

You may want to do this prior to the celebration step so that you can celebrate the decision about next steps as well as what has been achieved in the long life of the plan.

There are typically four options at the end of a project's life cycle, and these are:
termination, continuation, hand over, redesign

The governing body should be the body which makes the decision regarding the end of the ten-year plan.