GETTING STARTED

Refer to Section 3 of *A Project Guide for Community Conservation Projects*

Name of group/project:	Developed By:	Date:

1 Your initial thinking
Page 21

Why is the project needed?

What is the issue?

What information exists about it?

Has it been done before?

Who evidence of community interest is there?

What resources might be needed?

2 Who needs to be involved? Who might be:
Pages 21–23

Interested?

Affected?

Have legal responsibilities?

Be good to involve?

Successful Community Conservation Projects:

- Are well planned, using inclusive planning and decision-making processes
- Are partnerships that uphold Treaty of Waitangi principles and place high value on cooperation, trust and respect between all involved
- Create opportunities for enjoyable learning and participation throughout the project, achieving lasting results

Checklist

Have you identified:

- [ ] Why the project is needed
- [ ] Existing information
- [ ] Existing/similar projects
- [ ] Likely resource needs
- [ ] Who to involve and work with
- [ ] What people think
- [ ] How you'll find out what others think
- [ ] Relevant community realities and dynamics
- [ ] What else is happening now
- [ ] Information needs/gaps
- [ ] Whether a first meeting is needed

3 What do people think? How will you find out?
Page 24

Why are people interested?

What do they want?

Are people already working on this/a similar project?

What community issues/relationships should be recognised?

4. Identify initial actions. What will you need to do to get things started?
Pages 25–27

Tasks	Who is responsible	When

PLANNING TO SET YOUR DIRECTION

Refer to Section 4 of the *Guide for Community Conservation Projects* and Section 7 of the *Tool Kit for Community Conservation Projects* for ideas about how to plan with your group.

Name of group/project	Developed By:	Date:

1 Assess the Current Situation — Page 31

Review your background information

What are the things we need to take into account?

Who should be involved in the planning?

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Checklist

Does your Plan include:

- ☐ Desired community and environmental results (your vision, goals, objectives)
- ☐ Priorities
- ☐ Actions that will be taken
- ☐ What resources are required
- ☐ How resources will be provided
- ☐ Who will take which roles and responsibilities
- ☐ Timelines
- ☐ How progress will be monitored

AND

- ☐ Did you involve everyone in the planning?
- ☐ Have you confirmed and communicated your plan?
- ☐ Is your plan integrated into your organisation's systems and procedures?

2 Establish Vision, Goals and Objectives — Pages 32–34 and section 7 of *Toolkit for Community Conservation Projects*

Vision:

Goals:

Objectives:

3 Identify Actions and Priorities — Page 34 and section 7 of *Toolkit for Community Conservation Projects*

Actions	Who responsible	Priority	Resources required

4 Identify How to Monitor and Evaluate — Page 35

What could/should be monitored?   How and when will you review your progress?

5 Confirm the Plan — Page 35

How will this happen?   By whom?

6 Communicate the Plan — Page 35

Who needs to know about your Plan?   How will you let them know?

WORKING WELL AS A GROUP – ESTABLISHING YOUR GROUP

Refer to Section 5 of *A Guide for Community Conservation Projects*

Name of group/project:	Developed By:	Date:

1 What are the needs and interests of the project partners? What are each offering to the group/project? — Pages 37–38

Partner:	Need/Interest	Skill/Resource offered	Any constraints

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Checklist :
- ☐ Have you taken account of each partner's needs and constraints?
- ☐ Have you agreed how decisions will be made?
- ☐ Have you identified how you will communicate and cooperate?
- ☐ Have you agreed on a set of ground rules?
- ☐ Have you selected a structure and confirmed membership arrangements?
- ☐ Have you recorded what's been agreed and identified a review time for the future?

2 How do we want to operate? — Pages 38–39

How will we reach decisions?

How will we communicate and coordinate between ourselves?   and with people outside?

What ground rules should we observe?

3 What should our group be like? — Pages 39–41

What's our name?

What are our geographical boundaries? What is our arrangement concerning membership?

What group structure will best help us meet our project aims?

4 Where and how will we record our group agreements? — Page 42

How?

Where?

WORKSHEET FOR PLANNING YOUR EVALUATION

Refer to Section 6 in *A Guide for Community Conservation Projects*

Name of Group/Project:	Developed By:	Date:

Identify evaluation purpose	Pages 54–56

Why are we doing this?

How do we want to use our results?

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Identify evaluation questions	Pages 54–56

What questions do we need answers (the ones that will fulfill our purpose)?

Checklist for your evaluation:

- ☐ Has a clear purpose and the questions to be explored will answer this purpose
- ☐ Has defined boundaries
- ☐ Is focussed on achievement of defined outcomes
- ☐ Uses a simple process
- ☐ Includes and analyses all relevant data
- ☐ Respects values, rights and perspectives of those involved
- ☐ Was developed in partnership with stakeholders and meets their needs
- ☐ Takes steps to ensure the results will be valid and reliable
- ☐ Is cost effective

Identify evaluation 'stakeholders'	Pages 54–56

Who needs to agree to the evaluation purpose, questions, method and timeframe?

How will we get this 'sign-off' from people before we begin?

Identify data sources	Pages 54–56

What/who are potential data sources?

What data will we gather to best answer our questions?

Identify method	Pages 53–54 and section 8 of *Toolkit for Community Conservation Projects*

What methods will we use to get this data?   What protocols do we need to observe to make sure our results will be valid and respectful to everyone involved?

Identify benchmarks or indicators	Pages 54–56

What are the indicators or benchmarks we are evaluating against?

Identify resources required	Pages 54–56

Who will carry out the evaluation?   What materials will we need?

Identify when you will evaluate	Pages 54–56

What is the timeframe?