COMMUNITY RISK REDUCTION GUIDANCE NOTE No.11

PROGRAM CHECKLIST: Putting Together Your CRR Initiative

This simple checklist helps you to consider some of the key questions and issues that you will need to think about in putting together your pilot programme for Community Risk Reduction

What Are You Doing & Why?

1. Why are you starting this project?

2. How will it contribute to your strategic aims for Community Risk Reduction?

3. What other goals or strategies might it contribute to?

4. What risk is being reduced and what are the specific outcomes?

Who Is It For?

1. Who is the project aimed at, and why?

2. Are there other similar projects aimed at this target group?

3. How will you attract this target group to your project?

4. What do you know about the target audience and what do you need to research further?

What Do You Need?

1. What are the human, physical and financial requirements to make this work?

2. What data resources do you need to make this work?

3. Do you need to do any pre-project training?

4. Have you got the resources and, if not, how will you get them?

How Will You Run It?

1. Are you following your internal project management process and do you have the approvals you need to proceed?

2. Who will sponsor, lead and manage the pilot programme?

3. If you need partner organisations, or their data, are they signed up to support you?

4. Have you drawn up a project plan?

5. What are the potential risks to your pilot programme?

6. Do you have project systems to monitor progress, spend etc?

How Will You Know It's Worked?

1. What are you going to monitor and how?

2. When are you going to evaluate and who will do it?

Where We're Going	Getting It Done	Knowing We Did It
What We'll Do	Where The Buck Stops	What We Learned
How We'll Do It	Who Does What	What We Do Next

A SIMPLE PROCESS MODEL FOR SETTING UP A PILOT PROGRAMME

… and don't forget, you will need to be clear about the data you need to set your targets and performance measures