



## *Planning*

### **Some questions to explore**

- ✧ What do we want to do? What aspects can be improved?
- ✧ Who will be involved?
- ✧ Can we link with existing school programs and policies?
- ✧ How do we go about it?
- ✧ How long should it take?
- ✧ What resources will we need?
- ✧ How will we monitor, evaluate and provide feedback?

### **Some suggestions for action**

- Review the information collected from the needs analysis to determine priority areas. After identifying from the earlier checklist those areas that can be improved, place them in priority order.
- Identify members of the school community and other agencies that can help you.
- Invite parents through an article in the school's newsletter to take part in planning.
- Establish a planning team consisting of the PDHPE coordinator, and members of the school executive and community.
- Examine existing school policies, structures, programs and committees (e.g. Student Welfare, Health Promoting School) to see if links can be made to avoid duplication.
- Devise an action plan which identifies what has to be done and who will be responsible for the tasks.
- Identify tasks which need to be completed in sequence or in conjunction with other tasks and set timeframes.
- Make a list of possible resources that are currently available (physical, human, financial).
- Conduct an equipment inventory.
- Identify any shortfalls in resources.
- Identify indicators of short-term success to see if implementation is on track.