**Organisational Development Planning Guide**

Once you have completed the organisational assessment, you should be better aware of both your organisation’s strengths (the areas where your organisation has high scores) and organisational development needs (the areas where your organisation has lower scores).

The next steps are to:

1. Identify up to four organisational development priorities
2. Plan how to strengthen your organisation in these priority areas

**1. Identify priorities**

To identify which of your organisation’s development needs are priorities, we suggest that you have a discussion within your organisation thinking about the following questions:

* Which areas are most critical to the success of your organisation?
* Are any of the identified needs an underlying cause of other needs?
* Where is there greater potential for change in the organisation?
* Do any of the identified needs make it difficult to meet important stakeholder requirements?
* Are there any improvements that could be achieved quickly or relatively easily to give confidence to those involved and send a signal to others in the organisation that change is achievable and leads to tangible benefits?
* Are additional tools needed to make the required changes?

Discussing the root causes and consequences of each organisational development need can also help in the prioritization process, as well as help identify potential actions to address these needs.

Once you have decided on four priorities you are ready to **plan to strengthen your organisation in these priority areas**

**2. Plan to strengthen your organisation in your priority areas**

Once you have identified up to four priority areas for development you need to think about what actions you need to take to strengthen these organisational areas.

Ideally, your plan will incorporate a range of capacity building strategies, tools and activities that reinforce each other. Try to propose changes that can be achieved quickly or relatively easily as well as those that will take longer to achieve. Some actions may require additional tools (i.e. staff time, equipment, external facilitators or expertise) but by including these you can then also identify ways of resourcing these actions and include these in your plan also.

Once complete, ensure this plan is incorporated into annual operational planning and budgeting, and into individual workplans.

1. **Identify Indicators to Monitor Progress in your Priority Areas**

Next you need to think about what measures you can use to monitor your progress. For suggestions, check out: <http://capacityforconservation.org/toolkit/indicators/>. **In addition, you may also wish to repeat the** [organisational health check](http://capacityforconservation.org/organisational-healthcheck/) **periodically in order to help assess changes in your organisational capacity.**

The following is a template for a development plan to get you started - please feel free to develop and adapt this as needed.

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| Capacity Development Priority Area | Proposed capacity change(s) | Summary of actions needed to achieve the changes | Resources needed to carry out each action | Individual(s) responsible |
| Example:  *Organisational Planning and Management* | Example:  *Mission, Vision, Strategy written and agreed*. | Example:  *Develop new vision and strategic plan* | Examples:  *Download resources online and adapt for use.*  *Secure skilled planning facilitator*  *Get samples of vision statements from other associations.*  *Funding to support plan process.* |  |
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