

Introduction

This document provides guidance on how to plan and deliver your project, covering the various stages required to create a project plan. This guidance is a high-level document and there will likely be additional actions required to fully develop a plan – it is also intended to complement the Cycling Friendly Community Award process but is applicable to any cycling project. Support is also available through a Cycling Scotland Development Officer.

Identify and consult stakeholders

The starting point for your project should be to identify who the project aims to benefit, and to consult with them regarding their needs and to utilise their input when developing the project. A stakeholder is anyone with an interest in your project, and may include community members, cycling groups, employees, pupils, local authorities, support organisations etc.

Set goals

Having consulted with stakeholders and identified the needs and barriers your project should address, you should now be able to define the goal or goals of your project. For example, you may have identified through stakeholder engagement that there is a lack of publicly available bikes in your community, and a goal is set to address this issue through provision of a bike library.

Define activities

Once you have identified your goal or goals, it is now time to define what activities will be required to achieve these goals. Activities will be specific to your goals and may be composed of smaller sub-activities. Following the example above regarding the goal of addressing a lack of publicly available bikes, the activities to achieve this goal could include building cycle parking, buying a number of pool bikes, and setting up a bike library or loan scheme.

Identify required resources

As you have defined what activities need to take place to successfully deliver your project you can now assess what resources you require, and what of those you already have secured. Resources can cover a wide range of items, such as the following:

- Funding
- Staff
- Assets, such as buildings, land, tools, bikes etc
- Support

While with clearly defined goals and activities it should be possible to identify the majority of resources required, it also possible that unforeseen resources will be required during delivery, and this should be kept in mind.

Identify risks

Identify risks to your project, such as the following:

- Project management capacity
- Timing
- Staff resources
- Health and safety
- Securing assets
- Skill & experience gaps
- Funding

Once you have identified each risk, assess them individually in terms of likelihood and impact, then create a plan to mitigate the risks.

Create project schedule

By this stage, you will know what your goals are, what activities will need to take place on the ground to achieve these goals, the resources you have access to or need, and the risks that will potentially impact on the project. Using this information, you can create a project schedule, mapping out the dates which tasks needed to be completed by.