



Stakeholders together adapting ideas to readjust
local systems to promote inclusive education

CHANGE MANAGEMENT TOOLKIT

Tool No. 5.

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Tool #5. Project plan

Target group (who can use it)

School leaders and Project plan work team

Short description

This tool is intended to recall the steps of a Project plan to school leaders and the work team assigned to draw and manage the project.

Detailed description of the tool and required material, attachments

The Project plan (which is different from the Change plan) must include:

- **Beliefs:** Statements of core values and assumptions about the organisation, its members, its beneficiaries, stakeholders and how things work, regarding inclusion in education.
- **Vision Statement:** A sentence or single paragraph that describes an ideal view of the world that the organisation serves (in some cases, this will be the organisation's ideal view, in this case should be about inclusion in education).
- **Goals:** General statements of the desired accomplishments for the organisation over the next 6 months to 5 years.
- **Mission statement:** An outline of the purposes and products/services of this organisation that will contribute to achieving the vision.
- **SWOT Analysis:** Description of Strengths, Weaknesses, Opportunities, and Threats
- **Strategies:** A set of plans, resources, and activities are described that will be used in combination with others to accomplish each goal.
- **Action plan:** The specific objectives, tasks, activities, assignments, and timeline for the work that will be done.
- **Indicators:** Areas of evidence that could be used to benchmark progress toward accomplishing objectives, strategies, and goals.
- **Measures:** The specific pieces of data that will be collected and used to make judgments about progress.
- **Cost-benefit analysis:** An analysis of the direct cost (time, money, and other resources) to do a task, which is compared to the potential gains (tangible and intangible) and can be used to judge the potential "return on investment".
- **Opportunity cost:** An examination of the other tasks, activities, and accomplishments that will not be done, or done with less priority, in order that those identified in the plan can be done.

Users' guide, equipment

Equipment	Quantity
Computer	1 for each member of the work team
Diverse software	Project management software: Microsoft/Meister/Basecamp/Nifty/Teamwork
Printer	1
Paper	As much as necessary
Post its	As much as necessary

Level of difficulty (easy, medium, advanced)

Medium

Tags

Planning