

**Rotary District 9810**

# Planning for success: A guide

---

*A five step guide for developing, planning, implementing and evaluating a successful Rotary project*

**Developed by the Sustainable Communities Committee  
Rotary District 9810**

Draft version 8, 20 May 2018

## Contents

General introduction.....	3
Step 1. Scoping your project .....	12
Step 2. Planning your project.....	22
Step 3. Implementing your project.....	41
Step 4. Monitoring and evaluating your project.....	48
Step 5. Sustaining your project .....	53
Glossary.....	56

This guide was written by PP Patricia Armstrong (Rotary Club of Doncaster) and PP Clare Caulfield (Rotaract Club of Monash) of the Sustainable Communities Committee, District 9810 with assistance from:

Brendan Woods (Rotary Club Doncaster)

Murray Neilson Rotary Club Mont Albert and Surrey Hills)

Malcolm Chiverton, Carol Lawton, David Tolstrup, David Alexander (District 9810)

Karen Hendricks-Hands, Melissa Mills (Environmental Sustainability Rotarians Action Group)

Kamran Kahn, Netania Lim, Sum Yee Ma, Dan Tang (Rotaract District 9810)

Special thanks Neville Betts from Booreea Rudd Pty. Limited for permission to use the Job Safety Assessment template in the Worked examples supplied with this Guide.

This guide was written by the authors to support Rotarians in District 9810 to better develop their Rotary projects. It reflects the learning of the authors through their participation in numerous Rotary projects and advice from experienced Rotarians and Rotaractors. However, the authors accept no responsibility for any omissions, exclusions, incorrect information, nor for information contained in the guide or any of the supporting materials which may subsequently found to be out of date. Before following any of the information obtained in this guide, readers should undertake their own research and seek their own counsel regarding any decisions that may be made as result of following the guidelines contained within. This guide is licensed under a Creative Commons Attribution -NonCommercial-ShareAlike 4.0 International Licence.