

# 4-H Officer Toolkit

## P.I.E.R STEPS OF GOOD PLANNING

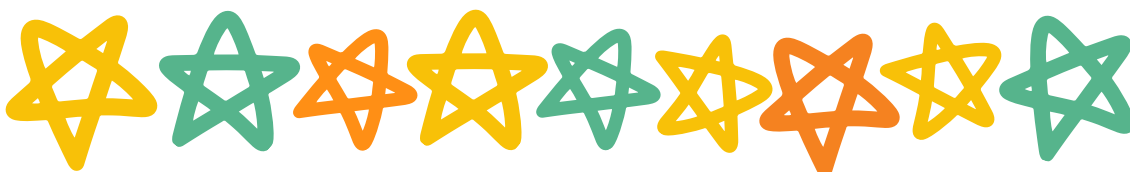
### INTRODUCTION:

Ahoy Mateys! Argh, a good sailor knows that a good ship does not set sail into the ocean without having a destination and a plan to get there. If we did not have a plan, we would wander and never get where we wanted to be. Ay mateys, instead we would become shark feed!

Just like a ship captain needs to have a plan with his crew, you need to have a plan to know where you are all going, what you are doing, and why! P.I.E.R is an acronym to help you keep your ships going in the right direction. As you work together to learn how to make a good plan, use the P.I.E.R Activity Planner to guide you.



- 1) **Plan:** Know what you are doing, and why and how you are going to get there.
  - a. Set a broad goal or objective. What is the purpose of the event? The goal needs to be clear to everyone. What is the “Why”?
  - b. Decide what form the project/activity will take. What exactly has to be done? When does it have to be done? Where is it to be done? Who has to do what? How is it to be done? Write it all down.
  - c. Get everyone involved. Good planning involves everyone. This helps both their understanding and their commitment. Most people like and support the activities they help plan.
  - d. Consider the resources available. What facilities, equipment, materials, supplies will be needed? How will the project be funded?
  - e. Develop a step-by-step course of action. Avoid generalities; be specific. Delegate specific tasks, write them down, and have a time deadline.
  - f. Consider alternatives. Be flexible; consider possible emergencies. Be willing to change the plan if needed.



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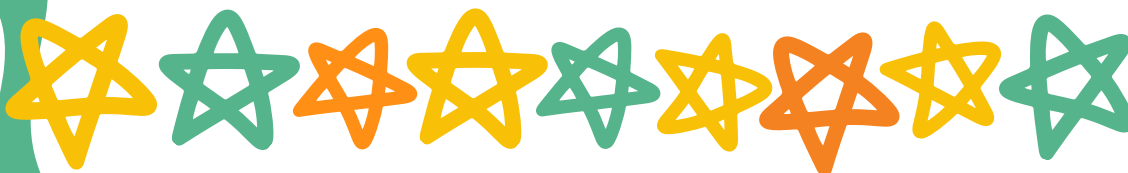
## P.I.E.R STEPS OF GOOD PLANNING

- 2) **Implement:** The project leader must effectively push the organization toward completion.
- 3) **Evaluate:** Fill out a written evaluation form. Include what went well and what did not go as planned and why. Include external factors such as the weather or other community events that might have affected the comfort or participation.
- 4) **Revise:** How could this activity be improved? What suggestions would you make if this were to be repeated? Include any lessons that you learned or changes that you made during the activity.



### REMEMBER

You are the captains and sailors of your ship. When a ship sets off it is headed for a pier at its destination. As you are headed for your destination remember to always: **Plan, Implement, Evaluate and Revise.** Ay, if ye do, you can arrive in shipshape, without a single shark followin’.



# THE PIER ACTIVITY PLANNER

P=Plan, I=Implement, E=Evaluate, R=Revise

**Plan:**

Activity:

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Location:

Date:

Cost:

Chair:

Committee Members:

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Objectives:

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What Needs to be Accomplished:

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Who is Responsible for What:

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Resources Available or Needed:

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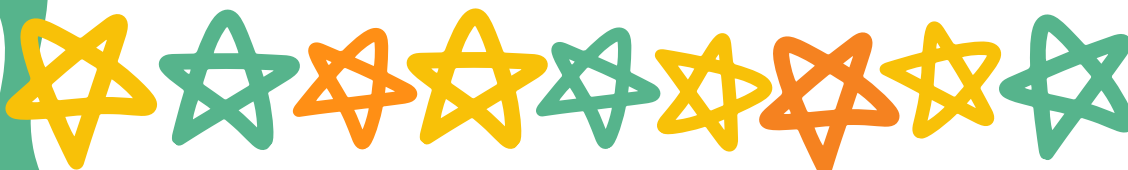
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Alternative Plans:

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# THE PIER ACTIVITY PLANNER

P=Plan, I=Implement, E=Evaluate, R=Revise



**Implement:**

Follow-up on assignments. Keep communication open. Adapt plans as needed. How will you follow up with each other? How will you tell each other when you have completed your assignment?

Notes:

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**Evaluate:**

Expected Attendance: \_\_\_\_\_

Actual Attendance: \_\_\_\_\_

What Went Well: \_\_\_\_\_

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What Changes Were Made: \_\_\_\_\_

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What Did Not Go As Planned and Why? \_\_\_\_\_

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**Revise:**

Should This Activity Be Repeated? Why or Why Not?

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How Can This Activity be Improved? \_\_\_\_\_

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