



Detailed step-by-step plan to set up a project (2024)

This toolkit provides practical support and a step-by-step plan to get started with your activity/project. The tips and tricks in this toolkit will help you work out your project/activity from beginning to end.

What makes an activity or project successful?

To ensure that your project during Aruba Doet goes well and is a success it should be clear what you want to achieve. First, consider what is important to your organization and which project could be realized and would be executable. After that, you plan how to involve volunteers and partners in the best way. An Aruba Doet project has a clear beginning and a clear end!

The 7 Most Important Steps

Step 1: Make an inventory of the project you want to do during Aruba Doet, think about the target group and/or surroundings and discuss with your board or colleagues which would be the best practical option. An analysis of your organization is important. It makes it clear whether the organization can realize the intended project or activity or not.

Ask the following questions:

- **What would you like to achieve?**
- **What does the organization consider to be important?**
- **What would be fun for the target group?**
- **What would be fun for the volunteers?**
- **Is specific expertise needed?**
- **Is it achievable and executable?**

Step 2: Analyze in which way you would want your volunteers to be placed and in which way they can best be involved during Aruba Doet; there are numerous options.

Make the following considerations:

- What is the scope and the nature of the project? Can it be achieved in 1 or 2 days?
- Is it a project/activity that motivates the volunteer to give a helping hand or touches their heart?
- How many volunteers are needed to reach the goal?
- What do I want to tell the volunteers about my organization?

Step 3: Create a list of which materials, goods, or means will be needed to carry out the project.

Step 4: Prepare an executable and realistic budget. Visit suppliers and make an inventory of the cost of the needed materials, goods, and/or supplies to achieve the job and make an overview (see sample of the list of necessary supplies and of the budget form on page 7).

In case that financial assistance from Oranje Fonds is required, please make sure to fill the financial application form on time (see calendar in DOWNLOADS).

NOTE: If the budget exceeds the financial resource availability, now is the time to adjust the project or change your project idea.

Step 5: Work out an action- and task plan for the period leading up to Aruba Doet, as one for the Aruba Doet day itself and make a protocol.

After making an inventory, it is important to prepare a project plan and a timetable that states clearly what actions are required, when and who will perform them.

Ask yourself the following questions:

- Which steps should be taken?
- Who is going to take certain steps?
- Which preparations are needed?
- Is it realistic/achievable?

*NOTE: In case the project will not be executable, now is the time to adjust the project or change the project idea. **NOTE: Print out our checklist and follow all the steps.***

Step 6: Think about what partners you could approach to help with certain parts, materials, or supplies for the project.

- Are there partners that could provide goods at an affordable price?
- Is specific expertise needed? If so, who/what can provide it?
- Which organizations could support the project?
- Are there volunteers with specific qualifications needed for the project to succeed?

Step 7: Take advantage of opportunities to promote your project and raise awareness. Use your network, the press, social media, etc., to draw attention to the project. Think about –for example- the following questions

- Who should be informed about the project?
- Who/what can offer support to our project?
- What can I as an organization do to put our partners and volunteers in the spotlight?

Step 8: Work with your Aruba Doet coordinator. He/she will be appointed to the Aruba Doet team and will contact you at the end of January or at the beginning of February for a first meeting. Notify him/her if there are any changes and get in touch if you need help.

After reading the info pack, please inform the Aruba Doet team at Tel:(+297) 561-1644, that you are aware of the current year's rules.