CAPEJ

**Research and Action
for Emancipatory Policies
for Youth**

RETRO PLANNING

WHERE ARE WE IN THE PROCESS? STEP 5	Timing 1 hour	Reminder
		Planning requires precision. Break the project down into phases, actions and tasks to help you visualise as precisely as possible what you will need to do (and who will be in charge).

Objectives
- Plan out the project based on deadlines
- Break the project down into discrete phases (committees? centres of interest?) that may coexist or even entwine.
- Visually measure the importance of synergy between actions

Description of the activity

Plan and visualise the activities to be implemented

Equipment
1. Pen/marker
2. Paperboard/whiteboard
3. Sticky notes

Preparation
Draw a timeline from the duration defined per the constraint triangle.

Steps
1. Draw a timeline from the constraint triangle.
2. Start from the end: when must the project be finalised? (including evaluation)
3. Situate the objectives defined in step 4 by working back up the timeline and placing the different tasks to be done or the different dimensions of the project on it (finance, architecture, creation of a group, etc.).
4. Define "who's in charge of …?" for each task/activity.