

Community Development Worker Core Units

CDW C01 Conduct community awareness	CDW C02 Monitor community activity	CDW C03 Facilitate the start-up of a community activity	CDW C04 Facilitate agreements for a community activity	CDW C05 Assist group to develop a project plan for a community activity	CDW C06 Conduct community training	CDW C07 Assist group to analyse their development situation and identify priorities	CDW C08 Evaluate community activity outcomes	CDW C09 Provide mentoring	CDW C10 Facilitate a specialist's visit
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CDW C05

Assist group to develop a project plan for a community activity

This unit describes the job tasks required to work with a group to develop a project plan for a community activity. It is normally the second step of a participatory project cycle because it targets a priority for change that was identified in the first step (CDW C07 Assist group to analyse their development situation and identify priorities).

Elements	Performance criteria
1. Make preparations	1.1 Find out information about the place and people to be visited 1.2 Communicate effectively and respectfully with key people from the place to be visited 1.3 Prepare a suitable work plan 1.4 Put together suitable materials for the activities 1.5 Follow workplace health and safety practices and other workplace policies while preparing for a visit
2. Conduct community entry	2.1 Confirm who the key people are and work with them to make arrangements for the visit 2.2 Discuss roles, expectations, and the purpose of the visit with key people 2.3 Discuss with the key people why and how to support and encourage participation and inclusion during the activities 2.4 Communicate effectively and respectfully with key people 2.5 Show respect for local culture and be sensitive to gender roles 2.6 Reassess whether the work plan and materials for the activities are going to be suitable and make necessary changes 2.7 Follow workplace health and safety practices and other workplace policies while conducting field activities
3. Assist group to develop the project plan	3.1 Support and encourage effective participation and inclusion during the activities 3.2 Encourage key people to take the lead during the activities 3.3 Communicate effectively and respectfully during the activities 3.4 Work in a way that is appropriate to local culture during the activities 3.5 Explain the purpose of this step in a project cycle and why it is important that everyone in the group participates 3.6 Work with the group to identify the project objective, activities, and expected project outcomes 3.7 Work with the group to identify ways to sustain the impact of the project 3.8 Work with the group to identify what can be done to manage risks 3.9 Work with the group to develop an activity schedule and budget 3.10 Work with the group to review and confirm the project plan and discuss how the project will be managed 3.11 Confirm what the next steps following the visit will be and who will be responsible for making them happen 3.12 Discuss how or if the visit has been useful, and ways it could be improved 3.13 Thank the group, without rushing, and explain again the purpose of the visit
4. Prepare a report	4.1 Maintain a record of activities and movements according to workplace practices 4.2 Report what was done during the visit, including relevant measurable information, comments, stories, and observations 4.3 Report outcomes clearly 4.4 Provide an analysis of outcomes 4.5 Provide recommendations for future action based on analysis