



# FROM IDEAS TO DONE!

Here is a step-by-step guide to help community development organizations, neighborhood associations, and volunteers go from idea to execution. Having a brilliant project is great IF it gets executed. Idea to Done, is your guide to for taking ideas to evaluating to action!

## 1. Ideas

**IDEA** is the **SPARK!** It takes a spark to create a flame that ignites a fire. In **IDEAS** phase, you create a spark or idea for a community placemaking project.

### **Key components to an IDEA:**

- ☑ *Why – Why is the idea worth pursuing?*
- ☑ *What - 1 to 3 sentences to state clearly what the idea is.*
- ☑ *Value – provide 2 to 4 sentences on the value it will bring to the community.*

Remember, ideas do not have to be big or complex!



## 2. Evaluate

**EVALUATE** is like the **WOOD!** It takes wood to go from a spark to a fire, so start gathering your wood to build this fire. This phase, you are thinking about what steps it takes to bring the idea to life.

### **Key components to EVALUATE:**

- ☑ *What - problem will this solve in the community?*
- ☑ *How – create a list of 3 to 5 steps of how this project could/should move forward.*
- ☑ *Who – include the resources that may be needed to bring this project to life.*
- ☑ *Hurdles – outline possible obstacles to getting the project done.*



## 3. Action Plan

An **ACTION PLAN** is the **FIRE!** You had the idea spark, you put together an outline and presented to the NICE! Group, it is time to keep the fire burning. In the PLAN phase, you are enacting a small group of people to help create the plan and work the plan.

### **Key components to a PLAN:**

- ☑ *Outcomes – list the specific outcomes you expect when this project is complete.*
- ☑ *Resources – finish the comprehensive list of the people and roles needed.*
- ☑ *Timeline – draft milestones and dates.*
- ☑ *Metrics – include how you will measure success of the project.*
- ☑ *Cost – provide a cost estimate.*



This concept empowers volunteers to pick up projects and move them forward to completion. Ideas can be small or large, simple or complex – it's up to you! The goal of Idea, Plan, Done is to enable all volunteers a way to contribute while working together with other individuals that are equally committed to helping.