PLANNING

by

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Workplace Management and Child Welfare Policy, Planning, and Administration Curriculum Module
WHAT IS PLANNING

• A necessary function of management
• Addresses change
• A source of motivation
• A process
• A roadmap showing how to achieve goals
BASIC STEPS IN PLANNING

• Identify problem or need.
• Gather pertinent information/data.
• Define goal.
• Develop actions/strategies to reach the goal. These should be objectives with measurable outcomes.
• Implement plan.
• Evaluate goal achievement.
TYPES OF PLANNING

- Strategic
- Long-range
- Operational
- Program
- Project
- Business
COMMON PLANNING IN CWS

• Three most common types of planning:
  – Strategic
  – Operational
  – Program
  – Project Planning
TOOLS FOR PLANNING

• Logic Model
  – Visual tool that displays a sequence of actions.
  – Five core components
    • Inputs
    • Outputs
    • Outcomes
    • Assumptions
    • External factors
• Force Field Analysis
  – Developed by Kurt Lewin
  – Visual tool which identifies pressures for and against change
  – Used in decision making
  – Helps to determine strategies to overcome resistance to change
• Geomapping
  – Software technology
  – Effective for identifying patterns of service need and delivery
  – Visual tool
SUMMARY

• Planning is dynamic.
• Planning is an on-going process.
• Planning occurs across all levels of practice.
• Planning helps manage “change.”
• Planning identifies barriers and supports.
• Planning motivates.
• Planning keeps us on “target.”