



# TOOLS FOR PROJECT MANAGEMENT AND PLANNING

Find more resources connected to the Diocesan Pastoral Plan: [parracatholic.org/synodality/resources](http://parracatholic.org/synodality/resources)

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Applying the **RACI Matrix** can enhance your project management by providing a structured framework for roles, responsibilities, and communication, ultimately supporting the community in achieving its goals effectively and in alignment with its values. How it could be applied:

## Defining Roles:

- **Responsible (R):** Identify individuals or groups who are directly responsible for carrying out specific tasks related to a project or initiative within the community. For instance, this could be volunteers or members of committees responsible for organizing events or managing community outreach programs.
- **Accountable (A):** Determine who will ultimately be answerable for the success or failure of the project. In a Catholic community, this could be a parish priest, a community leader, or a designated project sponsor who oversees the project's alignment with the community's values and goals.

## Ensuring Clarity and Communication:

- **Consulted (C):** Specify individuals or groups who need to provide input or expertise during different phases of the project. This might include community members, experts in relevant fields, or stakeholders whose perspectives are crucial for decision-making.
- **Informed (I):** Identify stakeholders who should be kept informed about the project's progress or decisions, even if they are not directly involved in day-to-day activities. This could include the broader community, parish members, or external partners.

## Application in Community Initiatives:

- **Example Scenario:** Suppose a Catholic community is organizing a fundraising event for a local charity. Using the RACI model:
  - **Responsible (R):** A volunteer committee is responsible for planning the event logistics, such as venue booking, invitations, and program coordination.
  - **Accountable (A):** The parish priest or community leader oversees the event to ensure it aligns with the community's values and mission.
  - **Consulted (C):** External charity representatives could be consulted to ensure the event meets their needs and goals.
  - **Informed (I):** The broader parish community should be informed about the event details and its purpose through announcements, newsletters, or parish meetings.

## Benefits of Using RACI:

- **Clarity:** Clearly defining roles and responsibilities helps prevent misunderstandings and ensures that everyone knows what is expected of them.
- **Efficiency:** By knowing who is responsible for what, tasks can be completed more efficiently, reducing duplication of effort.
- **Accountability:** Having an accountable person ensures that decisions are made in line with the community's values and that outcomes are achieved responsibly.

## Best Practices Tips and Tricks:

- Above all, using a RACI Matrix should encourage teamwork – knowing who to work with and creating easy communication flows.
- It should clearly inform all people involved of their roles and tasks. If it doesn't, it needs changing!
- Keep it simple by avoiding multiple levels of oversight – one level is enough.
- Maintain flexibility – make changes as needed and let people know when things change.
- Ensure "Accountable" assignees actually have authority to deem the task complete!



Using a **Project on a Page** model for planning in a Catholic community can help streamline efforts and ensure that the key elements of the project are clearly communicated and effectively managed. Here's how you can use this model:

### Title and Purpose

- **Title:** Give your project a clear, concise name.
- **Purpose:** Define the main goal of the project. How does it align with the values and mission of your Catholic community? For example, "Community Outreach Initiative: Serving the Local Homeless."

### Objectives

- List the specific objectives or goals of the project. Ensure they are measurable and achievable. For example:
  - Provide meals to 100 local homeless individuals within 3 months.
  - Organize monthly food drives to support ongoing needs.

### Action Items

- Outline the main activities or steps required to achieve the objectives. This could include:
  - Planning and organizing volunteer shifts.
  - Coordinating with local food banks for donations.
  - Marketing the initiative within the community.

### Timing

- Provide a simplified timeline that includes key milestones and deadlines. For example:
  - **Week 1:** Initial planning and team meetings.
  - **Week 2-4:** Collection of donations.
  - **Week 5:** Distribution of food and evaluation process.

### Key People and Roles

- Identify the key people / stakeholders involved in the project. This could include:
  - **Project Leaders:** Those who will oversee and guide the project.
  - **Volunteers:** Individuals who will help with various tasks.
  - **Beneficiaries:** The people or groups who will benefit from the project.

### Possible Challenges

- Identify potential challenges or risks and how you plan to address them. For example:
  - **Challenge:** Potential shortage of volunteers.
  - **Mitigation:** Develop a recruitment strategy and have a backup plan.

### How will we know we're on track?

- Describe how you will measure the success of the project and its impact on the community. This evaluation process could involve:
  - **Feedback:** Surveys or interviews with beneficiaries and volunteers.
  - **Metrics:** Number of meals served, amount of funds raised, etc.
  - **Reporting:** A brief report summarizing outcomes and lessons learned.

Other areas you could add •

### Communication Plan

- Outline how you will keep everyone informed about the project's progress. This can include:
  - **Regular Updates:** Newsletters, meetings, or social media posts.
  - **Contact Points:** Who to reach out to for more information.

### Budget

- Include a brief overview of the budget. This should cover:
  - **Estimated Costs:** Total projected expenses.
  - **Funding Sources:** Where the money will come from (e.g., donations, grants).



# PROJECT ON A PAGE

An easy way to see the big picture of a Mission project you're working on  
– it's a valuable tool to bring new team members on board the project  
or to share your idea with other communities you connect with

## "Mission Project Title"

Objective

Mission Aspirations

- 
- 
- 

Action Items

- 
- 
- 
- 
- 
- 

Timing

Key People and Roles

- ✓
- ✓
- ✓

Possible Challenges:

- ✓
- ✓
- ✓

How will we know if we are on track?

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓



# AN EXAMPLE OF A 'PROJECT ON A PAGE'



## Morning tea as "mission"

### Objective

Create a culture where morning teas are facilitated opportunities where parishioners get to connect with those they've never met before and where the gifts & talents within our community are named, celebrated and encouraged

### Mission Aspirations

- Model a culture of relational ministry where being known and loved is re-emphasised as core to the mission of Christian community
- Model the ministry of appointing conversation starters who facilitate connections between parishioners
- Invite parishioners into a safe & encouraging space where they can publicly share some of their story and gifts

### Action Items

- Raise as agenda item in parish council meeting 3 months in advance
- Coordinate with parish priest to make announcements at mass
- Advertise morning tea as a different experience to regular morning teas
- Organise roster for masses
- Create powerpoint advertisements
- Create bulletin announcements
- Create a shopping checklist for morning tea
- Produce a method of following up parishioners – clip boards, phones, etc.

### Timing

3 months (Sept – Nov) specific check in dates & workshops TBD

### Key People and Roles

|                     |                   |                      |
|---------------------|-------------------|----------------------|
| Tina Higgs          | Lauren Keith      | Sean Brennan         |
| Welcome Coordinator | Volunteer Liaison | Design and Resources |

### Possible Challenges

*How to re-imagine what we're already doing well in our parishes and add to it elements of mission, relationship building and ministry*

### How will we know if we are on track?

- ✓ We are involving people who have never been involved in parish volunteer ministry before
- ✓ No one person is feeling overburdened – we all know our roles and stick to it.
- ✓ People expressing more openness to being involved in the morning tea & parish in general
- ✓ Other ministry groups feeling like the process is simple, doable and repeatable

The **Pillars and Priorities** Planning Model can be a useful framework for Catholic communities to align their activities, goals, and resources with their core values and mission. Here's how it might be applied:

### Identify Core Pillars

Start by defining the core pillars that reflect the community's fundamental values and mission. For a Catholic community, these pillars might include the Pillars of a Synodal Church - Communion, Participation and Mission or more specifically:

- **Community:** Fostering fellowship and a sense of belonging and unity among members.
- **Worship:** Enhancing the worship experience and spiritual life of the community.
- **Evangelisation:** Reaching out to people with the power of the Gospel message.

### Set Your Community Priorities

Once the pillars are established, identify specific priorities within each pillar. For example:

- **Faith Formation:** Priorities could include adult education programs, youth ministry, or sacramental preparation.
- **Community Building:** Priorities could focus on social events, small group activities, or new member integration.
- **Engaging:** Priorities might include improving liturgical music, expanding volunteer roles in Mass, or creating more inclusive liturgical practices.

### Develop Action Plans

Create detailed action plans for each priority, specifying:

- **Objectives:** Clear, measurable goals.
- **Strategies:** Methods to achieve these goals.
- **Resources:** Necessary resources, such as volunteers, funds, and materials.
- **Timeline:** A schedule for implementation and review.

### Engage the Community

Involve members in the planning and action process:

- **Listening and Feedback:** Gather input from the community on their needs and interests.
- **Committees and Teams:** Form groups to work on specific priorities, encouraging participation and leadership development.

### Implement and Monitor

Put the action plans into practice and regularly monitor progress:

- **Regular Meetings:** Hold meetings to review progress, address challenges, and make adjustments.
- **Feedback Mechanisms:** Use surveys or listening groups to assess effectiveness and gather ongoing input from the community.
- **Create a communication plan:** Keep the community informed about the progress and outcomes of the planning efforts, share regular updates through newsletters, meetings, or social media

### Evaluate and Adjust

At set intervals, evaluate the success of the initiatives and make necessary adjustments:

- **Assess Outcomes:** Determine if objectives are being met and identify areas for improvement.
- **Celebrate Successes:** Recognize and celebrate achievements to maintain motivation and engagement.
- **Transparency:** Be open about successes, challenges, and adjustments to foster trust and involvement.



# PILLARS AND PRIORITIES

a planning tool to see at a glance how you are integrating your local pastoral priorities in the 3 pillars of a Synodal Church

| <b>PRIORITIES</b> | <b>COMMUNION</b><br>(COMMUNITY) | <b>PARTICIPATION</b><br>(WORSHIP) | <b>MISSION</b><br>(EVANGELISATION) |
|-------------------|---------------------------------|-----------------------------------|------------------------------------|
|                   |                                 |                                   |                                    |
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|--|--|--|---|
| Welcoming and connecting better with young families                                    | family groups to participate in bush-walks and picnic days |  |   |
| Highlighting the diversity within our community  |  | Engage different groups in the community in developing a liturgy reflecting the rich cultural diversity of the community |   |
| Developing meaningful ways for young people to contribute to the life of the community |  |  | Host a youth listening forum or Table Talk on key issues facing them in their lives |
|  |  |  |   |