

Self Advocacy Groups and Projects

Tips for running projects



About this resource

This resource has been made to help self advocacy groups
run projects.

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A note for self advocates

This resource has some hard words.

The hard words are in **blue**.

The meaning of the hard words is on page 15.

This resource has been made to help self advocacy groups
run a project.

Get your group worker to help your group with this resource.

Tip 1	Make a working group
Tip 2	Make a plan
Tip 3	Risk
Tip 4	Follow your plan
Tip 5	Teamwork
Tip 6	Ask for help
Tip 7	Don't give up
Tip 8	Share your work with others
Tip 9	Evaluate
Tip 10	Celebrate your achievements

Tip 1

Make a working group

A working group is made up of the people in your group who want to work on the project.

Working groups are important because they check that:

- The project work gets done
- Everyone knows their job
- Information gets shared
- Jobs get done on time
- Decisions are made together

Use SARU's Making A Working Group resource to help you get started.



- It is important that decisions are made on time.
- Sometimes the working group will need to make decisions and tell the bigger group about it at the next group meeting.
- This is okay and helps projects to run on time.

Tip 2

Make a plan

The first job of the working group is to make a project plan.

A plan says

- **What** you want to achieve. Achieve means what you want to change, create or do really well.
- **How** you want to do that
- **Who** will work on the project
- The **time** it will take to do the work
- How much **money** the project will cost
- The **jobs** that need to be done
- What **help** your group will need
- The **order** you will do the jobs in. Making an order means having a list of what job come first, second, third until all of the jobs are on the list.



- Get together with your group to make a project plan.
- Get your group worker to help with the project plan.
- Make sure everyone gets a say in the plan.

Tip 3

Risk

What is risk?

Risk is the chance of something going wrong or not working well.

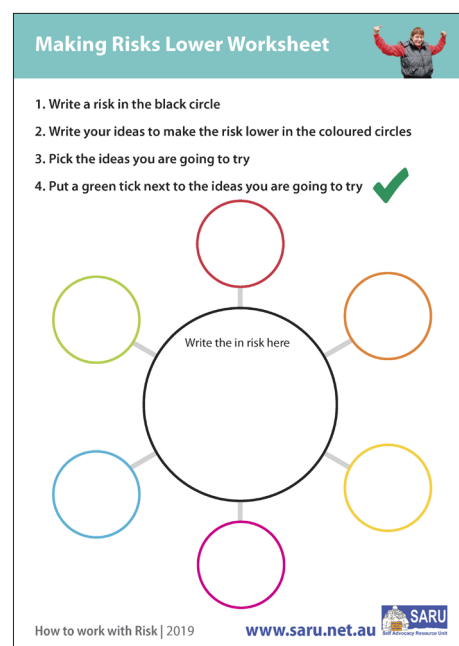
All projects have risks.

It is important to spend time looking at all of your project risks.

It is good to do this at the start of a project after you have done your project plan.

Finding ways to make your project risks smaller will help your project run well.

Use SARU's Risk Kit to help your group work with project risks. It will make your group stronger.



Tip 3

Risk

Risks to your project could be:

- If you are running an event a risk could be that people do not come to your event.
- If you are making a resource a risk could be that people do not use your resource or do not find it helpful.
- If your group is making a decision a risk could be that group members do not agree about the decision.
- If you got a **grant** to run your project one of the risks may be that you do not get the work done on time. [A grant is money from another organisation to help your group do a project.](#)
- Something else?

Make sure you update your plan to make the project risks smaller



Tip 4

Follow your plan

Once you have a plan and know the risks it is important that you do the work in the plan.

- Make a job list and put people's names next to the jobs.
- Follow the order of the jobs.
- Cross jobs off once they are done.
- Check your plan often to make sure you are on track.



Tip 5

Work as a team

When groups work well as a team it is easier to get the jobs done.

Make sure team members talk to each other and share **information** with people working on the project. **Information is things people know.**

Teamwork Tips

- Have regular meetings
- Make sure everyone's voice is heard
- Listen to each other
- Say well done and thank you when someone in your group does a job
- Let people know that it is ok when they make a mistake
- Share the group information with everyone
- Make decisions as a group



Tip 5

Work as a team

Teamwork Tips

- Share ideas
- Be kind to each other
- Do not talk about people in your group in a bad way
- Share **success** with the whole group. **Success means your group has done something well.**
- Use SARU's **Teamwork and Conflict** resources to help your group work well together



Tip 6

Ask for help

Make a list of the things your group may want extra help with, this is called your **Help List**.

Your group may want extra help with:

- Connecting with people in the community
- Making resources
- Getting the word out
- Finding people in new areas
- Running an event
- Learning new things
- Using **technology**. Technology is tools and machines to help you do your work, like a computer.
- Something else?

Help List



- Think about who could help you and write their names on the **Help List**.
- Get someone from your group to ask for the help.
- It is good for your group to ask for help.

Tip 7

Don't give up

Sometimes project work can be hard.

Sometimes projects are very busy and it is hard to get all of the work done.

If you are having a hard time getting all of the work done talk about it in a group meeting.

Remember:

- It is always ok to ask for help.
- Keep following your plan.
- Tick jobs off the list when they are done.
- Take time to look at the good work you are doing.
- Always say thank you when someone in your group does a job.
- All projects come to an end. When you are finished you will be proud of the work you have done.



Tip 8

Share your work with others

Self advocacy groups do great work.

Your group can share what you do with others by:

- Making a film
- Talking to the **media**. The media is TV, newspapers and radio.
- Using **social media**. Social media is Facebook, Twitter and Instagram.
- Sending emails to people you know
- Writing a report
- Making a flyer
- Running an event



Tip 9

Evaluate

Evaluate means finding out how well you did.

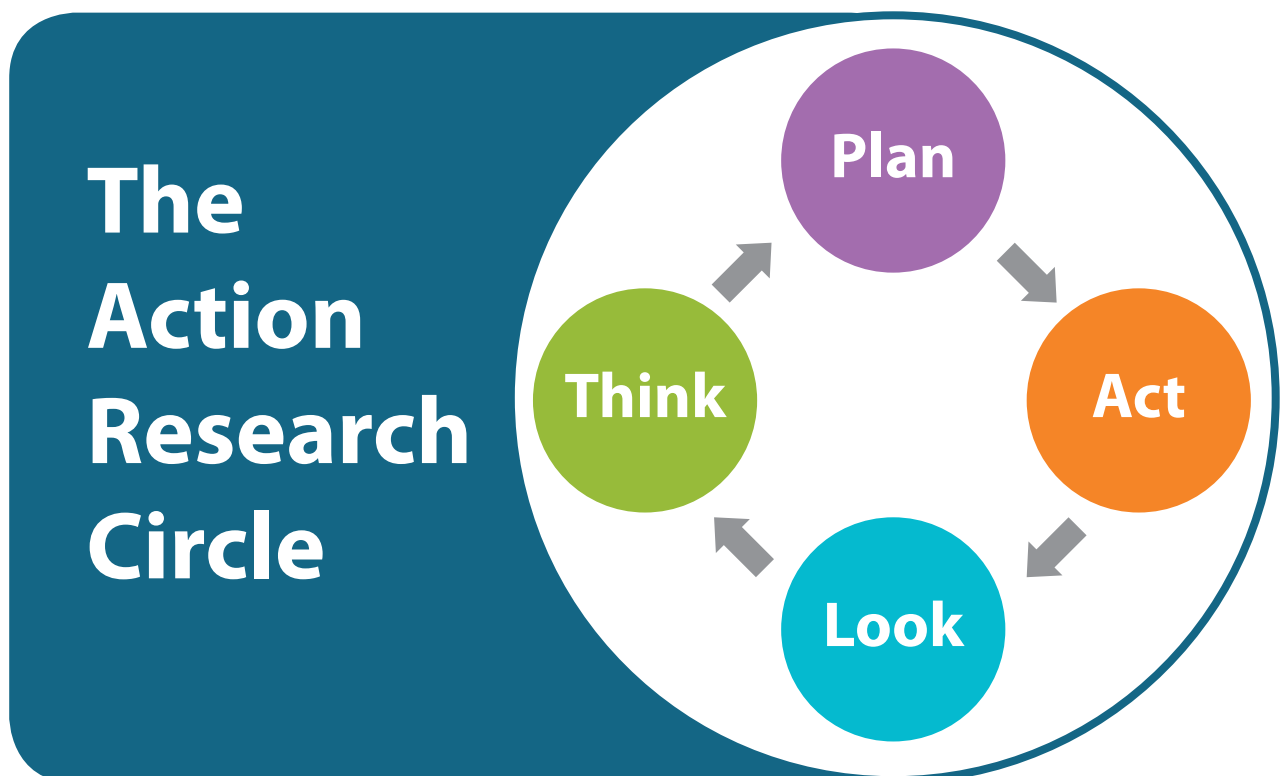
Evaluating your project is really important.

Evaluating your project will tell you:

- What worked really well
- If you need to change something to work better in future

You can use **The Action Research Circle** to evaluate your project.

The **Action Research Circle** helps groups to think about and **improve** the work they do. **Improve** means **make better**.



Tip 9

Evaluate

Evaluate means finding out how well you did.

Plan	Make a plan of the work you want to do. Plan to do it in the best way you can.
Act	Do the work
Look	Look at the work your group does and the way you do it. Make sure you: ● Look at what you achieve ● Listen to how everyone is going ● Find out what works well ● Find out what is hard
Think	After you have had a look at how the work is going it is time to think about what you want to stay the same and what you want to change. Think about: ● What works well ● What is hard to do ● What will help your group with the hard things ● What you can change to make your group work better ● Who you can ask for help
Plan	Once your group has thought about how to work better put this into your plan.

Keep going with the Action Research Circle.



Tip 10

Celebrate your achievements

Achievements are the things you have changed, created or done well during your project.

It is really important to take time to celebrate the work you do.

You can have a big celebration or a small celebration.

You can include the people who helped you with your project.

Have someone take photos and share your achievement on social media and with your networks.



List of hard words for self advocates

Order	Making an order means having a list of what job come first, second, third until all of the jobs are on the list
Risk	Risk is the chance of something going wrong or not working well
Grant	A grant is money from another organisation to help your group do a project
Information	Information is things people know.
Success	Success means your group has done something well
Technology	Technology is tools and machines to help you do your work, like a computer
Media	The media is TV, newspapers and radio
Social media	Social media is Facebook, Twitter and Instagram
Evaluate	Evaluate means finding out how well you did
Improve	Improve means make better
Achievements	Achievements are the things you have changed, created or done well during your project

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