

Test Your Ideas Checklist

When planning your activities and projects, you should consider testing your ideas. This will help you to understand early on whether you should be pursuing a certain idea or whether you need to change it. This can help you and your group to save a lot of time and effort in the long-run.

Test your idea by addressing the questions below

Items to consider	
<p>Context</p> <p><i>What is going on around you that might influence your idea?</i></p>	
<input type="checkbox"/>	<p>1. Does this idea align with the vision, purpose and goals of your community group?</p> <p><i>Note: To make sure that your group has a strong reputation and people are aware of what you do, your activities and projects should always align with your vision, purpose and/or goals.</i></p>
<input type="checkbox"/>	<p>2. Has this idea been delivered by either your group or another party before now?</p> <p>a. If so, what can you learn from these past experiences?</p> <p>b. What do these learnings then tell you about how your idea could be improved?</p> <p><i>Note: The best way to ensure your idea is successful is to learn from the times that this has been done previously.</i></p>
<input type="checkbox"/>	<p>3. Have you considered if the timing of your idea is suitable?</p> <p>a. Is there any current political, health or global issues that might mean you need to change the timing of your idea?</p> <p><i>Note: For example, holding an event when there is widespread public health concerns will likely result in less community interest and involvement. This is because people will want to avoid getting sick.</i></p>
<input type="checkbox"/>	<p>4. Have you checked if there is any Local, State or Federal government policies or legislation that might impact on your idea or how you deliver it?</p> <p><i>Note: It is essential that any activity or project you deliver is aligned with legal requirements.</i></p>

<p>Resources</p> <p><i>What time, funds and skills will you need to deliver your idea?</i></p>	
<input type="checkbox"/>	<p>5. How much time is required to make this idea happen?</p> <p>a. Do you have enough time to spare to do this?</p> <p><i>Note: A common mistake is to commit to an idea that is bigger than you actually have time to deliver on.</i></p>
<input type="checkbox"/>	<p>6. How much money do you require to deliver this idea?</p> <p>a. Do you have access to this amount of money?</p> <p>b. If not, how do you plan on accessing the necessary funds?</p> <p><i>Note: Not all ideas require money, but for those that do, you should identify very early on if you have the necessary funds. This is often the difference between success and failure.</i></p>
<input type="checkbox"/>	<p>7. Is there any special knowledge or skills required to make this idea a reality?</p> <p>a. If so, who do you know that could offer this knowledge or skills?</p> <p>b. If you don't already know someone with this knowledge or skills, can you learn this information yourself?</p> <p>c. If not, how can you find a person that does have this knowledge or skills?</p> <p><i>Note: Sometimes you will need an expert to deliver your idea. This could be anything from a skilled knitter or singer to a website developer or computer expert and everything in between.</i></p>
<p>Community</p> <p><i>What is happening in the City of Wanneroo community that might impact on your idea?</i></p>	
<input type="checkbox"/>	<p>8. How would you define the target audience for your idea?</p> <p>a. What evidence is there about what this target audience is interested in?</p> <p>b. Does your idea align with what your target audience either wants or needs?</p> <p><i>Note: Being clear on who your idea is targeted at is essential to ensuring your success.</i></p>
<input type="checkbox"/>	<p>9. Is there anyone else in the community that you can collaborate with to add value to your idea?</p> <p>a. If so, what could they contribute to your idea?</p> <p><i>Note: Collaborating with someone else could mean you can save time or money, or even increase the size and impact of your idea.</i></p>

<input type="checkbox"/>	<p>10. Is there anyone else in the community already doing this?</p> <p>a. If so, could this mean that people are not as interested in your idea?</p> <p><i>Note: Sometimes repeated activities and projects are less successful. This is because after people have done something once, it sometimes has less appeal in the future.</i></p>
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Once you have reflected on your response to the questions above you should be able to tell if your idea is worth progressing further.

Your next step in progressing your idea is to complete a Project Plan. You can find a Project Plan template in the City of Wanneroo's Community Toolkit. Download the template by visiting: www.wanneroo.wa.gov.au/communitytoolkit