

YARA Mini-Workshop – 45 min

How to Plan and Organize a YARA Event or Project

The Steps:

1. Get an Idea
2. What are the objectives? What do you want to accomplish?
3. What is required?
4. Who else wants to be involved?
5. Make a plan
 1. Use a previous plan
 2. “Pick someone's brain”
 3. Use another organization's plan
6. Use some planning tools
 1. Project Management Template
 2. Checklists
 3. Volunteer list
 4. Calendar
 5. Task Number Form
7. Involving Others
 1. Communications
 2. Ask people and confirm their interest
 3. If you get stuck
 4. Don't ask for too much (“It's a hobby, not a job”)
 5. Show appreciation and recognition
8. Follow-up stuff
 1. Report to YARA
 2. Photos
 3. Other reports