WORKSHEET – THE METHOD

Objective: To precisely describe the steps that will lead to the resolution of the problem identified in the previous workshop.

STEP 1 – THE LOGICAL LINK (PROBLEM ➔ SOLUTION)

Go back to your main need (Workshop 4). What direct action will alleviate it?

Example: Need = Isolation of the elderly. Solution = Creation of a weekly walking club.

Your solution in one sentence:

....

....

STEP 2 – THE ACTIVITY TABLE ("WHAT" AND "WHO")

List the 3 to 5 major activities needed to complete your project. Be specific.

Activity (What?)	Responsible (Who?)	Tangible Deliverable (Proof)
Example: Recruiting volunteers	Coordinator	5 volunteer contracts signed
1		
2		
3		
4		

STEP 3 – THE METHODOLOGY ("HOW")

Why did you choose this approach rather than another? What guarantees its success?

Example: "We use the peer mentoring method because studies show a 40% higher adherence rate among young people."

The rationale for your approach:

....

STEP 4 – SIMPLIFIED TIMELINE

Place your activities in a timeframe. Now is the time to check if your project is realistic.

- **Months 1–2 (Start):** ....
- **Months 3–8 (Completion):** ....
- **Months 9-12 (Closing):** ....

Don't forget to adjust the months to align with the funder's criteria.

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SERVICE-CONSEIL

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STEP 5 – SELF-ASSESSMENT

Review your list of activities:

[ ] Does each activity directly help to solve the need described in Workshop 4?

[ ] Do I have the human resources to do what I wrote?

[ ] If I show this painting to a stranger, can they understand my daily life during the project?

PRO TIP: DON'T CONFUSE "OBJECTIVE" AND "ACTIVITY." AN ACTIVITY IS WHAT YOU **DO** (E.G., HOLD A CONFERENCE), WHILE AN OBJECTIVE IS WHAT **CHANGES** FOR PEOPLE (E.G., PEOPLE ARE BETTER INFORMED). FOCUS ON THE CONCRETE ACTION.