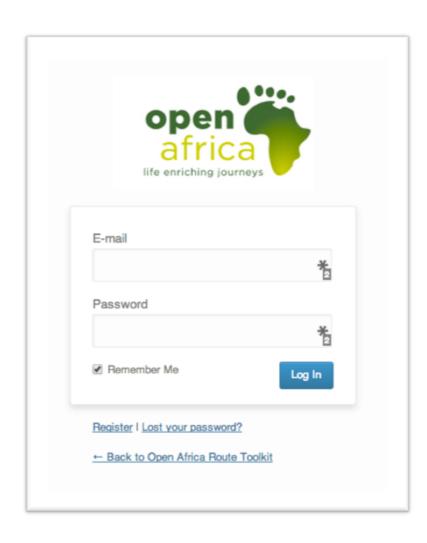
Introduction to the new Open Africa Route Toolkit

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How To Compile Your Annual Route Plan

Category: Guides

Winston Churchill is quoted as saying that those of us who plan are bound to do better than those who do not plan, even though those who plan rare stick to the plan. This is why we should plan – there is something inherent to the process of planning that helps us in achieving better results!

This Guide provides you with insight into what needs to be covered in your route plan for the year and how you should ideally go about in doing the planning.

Why is your annual route plan important?

When we are busy with making things happen, we rarely have the time to stand back and assess if we are indeed on the right path to reach the destination we are aiming for. This is why the route should annually put enough time aside to develop a well-considered year plan.

The process of producing an annual plan provides the route members with the opportunity to priorities what should be done in the year ahead. It also offers the opportunity to ask if the route has the capacity to take on all of these plans. This may lead to difficult, but essential, decisions on what can be achieved with the resources available to the route.

The annual planning document provides a point of reference, which is very useful for the following use:

- . It assigns responsibilities to individuals, which they will be kept accountable for.
- It sets deadlines for achieving important milestones at different points in the year.
- It provides individuals with the authority to act on behalf of the route.
- It formalizes a budget for the route to describe the anticipated income and allocated expenditure items.





How to decide if setting up an Open Africa route is a good idea How to serve your routes as coordinator of a project How to initiate an Open Africa route How to structure route membership categories and fees How to collect information needed to start a new route How to do succession planning How to remain compliant with the law How to organise and present the needed information for starting a route How to communicate with Open Africa head office How and when to register for tax How to choose the most suitable legal formation for the route How to have effective meetings How to use local assets in your rout plans How to set up a co-operative How to set up a company or trust How to unite your route behind a shared purpose How to do your annual route plan How to set up a voluntary association How to identify income streams for the route How to draft founding documents for a voluntary association How to use the founding documents for effective functioning How to identify and approach potential grant-givers and funders How to report to and involve members in governance How to write a funding proposal How to elect your route leadership and appoint them to the best positions How to use the annual plan in getting things done How to report on the route plans How to assign responsibilities to route members How to monitor and report on the route impact How to lead your route How to serve your route as Chairperson How to develop a project idea How to develop a project plan for short-term project How to serve your route as Treasurer How to serve your route as Secretary How to develop a project plan for medium-term project How to serve your route as Route Development Coordintator How to manage a short-term project How to manage a medium-term project How to serve your route as Marketing Coordinator How to serve your routes as coordinator of a project How to develop a project budget How to develop and manage a route budget How to structure route membership categories and fees How to do succession planning How to keep members involved in route projects How to gain most benefit from Open Africa membership How to remain compliant with the law How and when to register for tax How to cooperate with other Open Africa routes How to have effective meetings How to identify potential strategic partners How to establish strategic partnerships with government How to use local assets in your rout plans How to unite your route behind a shared purpose How to establish strategic partnerships with other associations How to establish strategic partnerships with local businesses How to do your annual route plan How to identify income streams for the route How to recruit new members How to identify and approach potential grant-givers and funders How do we develop a marketing plan for our route How to write a funding proposal How to develop route packages and special offers How to use the annual plan in getting things done How to co-operate with tour operators How do we attend travel shows How to report on the route plans How to monitor and report on the route impact How to use social media in promoting the route How to develop a project idea How to use local signage in promoting the route How to optimise referrals between route members How to develop a project plan for short-term project How to develop a project plan for medium-term project How to develop and manage a route budget How to manage a short-term project How to manage route finances How to manage a medium-term project How to open a route bank account How to develop a project budget How to report on route finances

How to approach the Two-Day Route Planning Workshop