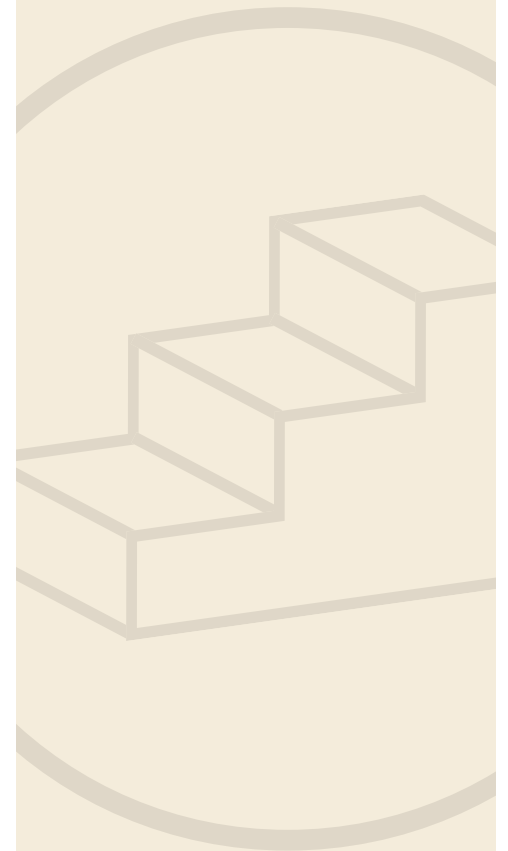


PLANNING: Step-by-Step

Step 1: Gather Background Information

The first step in planning is to develop an understanding of the current situation in the community, including its extraordinary qualities. The Planning Team will need to summarize the findings in an overview document.

This step may involve research, mapping activities, and talking and meeting with community members. Start by gathering a wide range of information, including any existing plans and studies—much of the information you need is already in your community or can be accessed from government partners. Existing material will help the team identify what gaps need to be filled in the gathered information, and help make efficient planning decisions.



Here is a sample checklist for gathering background information:

Infrastructure Development

- Assets
- Community technology plan
- Any existing plans, including those of other governments

Culture

- History/Culture of the community
- The role cultures plays in the community
- Programs and services
- Community organizations
- Any existing plans

Health

- Statistics — incidence of disease; mortality rates; substance abuse; etc.
- Programs and services
- Any existing plans, including those of other governments

Demographics

- Population
- Population growth rate
- Age and gender distribution

Social

- Statistics — social issues; social assistance rates; educational attainment rates; etc
- Programs and services
- Community organizations
- Any existing plans, including those of other

Economy

- Employment rates
- Employment industry (i.e. seasonal; sectors)
- Human resources inventory
- Economic organizations
- Any existing plans, including those of other governments

Lands & Resources (Maps)

- Location (including maps)
- Surrounding areas
- Activities on, uses of, the land
- Resources available, including uses
- Any existing plans, including those of other governments

Governance

- Central leadership body
- Other leadership bodies
- Government relationships (municipalities, provincial, regional)
- Programs and services offered
- Staffing levels
- Any existing plans



Step 2: Complete Community Analysis

Now you are ready to review the assembled background information and understand what needs to be changed or built on, based on the community’s challenges and possibilities.

The analysis stage allows the community to

- ▶ ask itself why its circumstances are what they are
- ▶ understand why things work when they are successful
- ▶ understand the root causes of its problems
- ▶ identify how it can improve situations and
- ▶ identify the opportunities it can take advantage of.

SWOT (Strength, Weaknesses, Opportunities and Threats) analysis provides a useful framework for community analysis. Ktunaxa Nation chose SWOT to mean “Start With Our Truth” as a means of openly and honestly acknowledging the causes for challenges within the community.

SWOT could be applied to each of the key planning areas – Governance, Lands & Resources, Health, Social, Culture, Economy, Infrastructure Development.

