# PLAN TEMPLATE

"In order to monitor the functioning of your coop, you can use this template to agree on the results each team aims at achieving and make your task clearer.

The template has four sections:

1. **The results to be achieved :** they should be expressed in a straightforward and clear way. Every team can add or modify all the items it considers necessary during its functioning. We suggest not to eliminate any item, so that you can always have a complete overview on the team's activities.

2. **The definition elaborated by the team about "how do we know we achieved the result**", i.e. what should be the situation once we achieved the result. This is important since it helps aligning members' understanding about what we want to achieve in a very concrete way.

3. **The list of the main tasks to be performed** to fulfil the expected results

4. **The status of the result,** that can be exclusively one of the following three:

   • To do: we have not begun the tasks yet.

   • In progress : we are working on the tasks.

   • Done : we completed all the tasks and achieved the result according to our definition.

It is the responsibility of each team to update their plans periodically before every assembly meeting. In this way, every member of the coop working project can know the state of advancement of every team's efforts in a transparent and straightforward way and assembly meetings are evidence based and more effective. Again, you can first take a look to the template the guys of Music Coop filled in: no matter if they still have some yellow and red lights to go, writing down the tasks to achieve surely facilitated their coop operative functionning! "
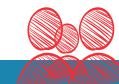
Music coop example

Name of the coop working project : Music Coop – **Name of the team :** Marketing et relations clients

Results	How do we know we achieved the result	Which activities need to be performed	To do = 1	In process = 2	Done = 3
A depliant/flyer explaining the project and its services is elaborated and printed	The leaflet is elaborated and approved by the assembly	Create contents and Logo Elaborate graphics Present to the assembly Print 250 copies full color.			✘
The web page and Facebook page of the project is created and diffused by coop members.	La page Facebook publique du projet est en ligne et accessible. La page Web est créée et liée aux réseaux sociaux. Minimum 150 *likes/followers* pendant les 2 premières semaines	Adapt contents and images from depliant Prepare news and contents to be updated every 2 days Keep track of the likes and followers of the page weekly.		✘	
he depliant is distributed both on and offline.	Le dépliant est téléchargé dans la page Facebook et la page Web du projet. 20 dépliants sont bloqués à l'école 80 dépliants sont distribués dans les espaces scolaires 10 dépliants sont coincés dans le centre social de la ville 50 sont distribués dans le centre social de la ville 10 dépliants sont bloqués dans Music Shop local et 80 sont distribués aux clients.	Ask for permission for billposting to School, Town Social Centre and Music Shop responsibles. Organise members to stick and distribute the leaflets Upload the digital version in FB and Social networks. Help promotion and dissemination in social networks through team members' personal networks.		✘	
All classes are aware of the coop working project and of its services	Tous les représentants des classes sont contactés et informés du projet.	Visit all classes during the pause Distribute the leaflets in each class Organise a meeting to present the project to classes representatives	✘		

TOOL FOR STUDENTS 1

THE COOPWORKING EXPERIMENT **STEP 4** PLAN TEMPLATE

Name of the coop working project :…………...........;;.…………. – Name of the team : ……………………………

Results	How do we know we achieved the result	Which activities need to be performed	To do = 1	In process = 2	Done = 3
			✗	✗	✗

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