

Identifying needs and drawing up plans

Checklist for practitioners on the different stages of drawing up a plan, from identifying needs, to planning services and agreeing timescales.

- What are the most pressing needs from those you have identified?
- Why are these needs the most pressing?
- Have SMART outcomes been specified for these outcomes?
- What research (if any) have you used to establish that these outcomes are realistic?
- What work would be needed to achieve these outcomes?
- What does research and your own practice experience tell you is the most effective way of achieving the outcomes you have set?
- Who within the local professional network would be best placed to provide the service?
- What timescales can you realistically propose for completion of the work?

Having addressed all of the questions and issues above, the final task is to draw up the plan. The plan should be able to clearly address the following:

- What is the service?
- Which outcome (s) has it been designed to address?
- Does the outcome provide a clear picture of what success would look like?
- Where will the service take place?
- Do practical arrangements, such as child care or transport, need to be made to support the plan?
- Have the child and family been fully involved in drawing up the plan? Do they agree with it? Are there things they would like to add to make it work better?
- When will the plan be reviewed?
- Does the review date fit with timescales provided?