

5.1 Introduction

All programmes should be planned early and recorded in the almanac/calendar. There are four phases in organising a programme, which are:

1. **Feasibility study** on what activities should be done. Determine the target group and the target/goals/objectives to be achieved. (Answer the question WHAT? WHO? WHY?)
2. **Planning** Identify the resources available such as people, budget, date, time, and venue. Recruit the committee. (Answer the question HOW? WHEN? WHERE?)
3. **Implementation** Run the programme according to the planning. Discuss arising problems and troubleshoot immediately. Preparation for the programme should be closely monitored for smooth running of the event.
4. **Evaluation and reporting** Prepare evaluation form and request participants to fill in the form to evaluate the programme. Submit financial and programme reports to OIC.

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