

Working aids: Flyer and work sheets “7 steps to a successful prevention project”

A key objective of the Beccaria project is to improve practical training in crime prevention. Originally, it was therefore planned to introduce the measure of a “practical guide to planning” as part of the Beccaria project. It was thought of as an aid for active participants in crime prevention, who would use it to improve the planning, implementation and evaluation of their projects.

During the course of the Beccaria project, the State Prevention Council NRW published a brochure with similar goal and ProPK had already created a working aid for evaluation in the area of police crime prevention. It was therefore deemed unnecessary to market a third publication of this type.

The work sheets

The concept of the “7 steps” was therefore developed within the Beccaria project. It deals on the one hand with an alternative type of support using new media and on the other hand with an easy to understand, intuitive user support which is really geared to its target group (and its dissemination can be carried out inexpensively). The user support takes place in the form of individual work sheets on the corresponding project phases (divided into 7 steps), which contain short and very direct questions about the project, as well as suggestions and operating guides.

The respective work sheets can be downloaded from the Beccaria Website www.beccaria.de. They are practical assistance for anyone involved in project work.

Objectives

The Beccaria project intends to use the practical work sheets to make active participants in crime prevention (but also the municipal councils) aware of the topic of quality and to help them in their quality assurance efforts. The work sheets should above all offer uncomplicated, practice-oriented assistance for the successful implementation of prevention projects.

The main objective of the Beccaria project “Further developing quality in crime prevention” contains the idea of gradually reducing the aversion to evaluation and creating of an evaluation culture. The working materials help us to get closer to this vision. They should help to increase and develop the understanding and acceptance of project management and project assessment among the project developers and implementers on a step-by-step basis. At the same time, the quality involved in planning, implementation and evaluation of crime prevention projects should be improved. To achieve these goals, the methods and techniques used in project management and evaluation have been described in the work sheets in an easy to understand format. To make the use of the work sheets as intuitive as possible and to design them in a way that is easy to understand, the use of complex terminology has been deliberately avoided. To increase the acceptance of the sheets, terms with possible negative connotations were not used.

The work sheets

- should provide a practical aid not only to municipal and supraregional prevention committees in Europe, but also to anyone who will be involved in crime prevention

project work in the future. They serve as a sort of guide that is strongly oriented towards practical work. They are therefore suitable for better organizing and structuring crime preventive tasks.

- should enable project planners to manage prevention projects in 7 steps: definition of the work topic, description of the problems, assessment of the causes, identification of objectives, development of solutions, implementation of the project and simple reviews, for example to assess the achievement of project objectives, etc.

The option to download allows the immediate completion of the work sheet for subsequent filing and saving. Work and administration efforts have been reduced to a minimum. The questionnaire should also make completion easier, while imparting everything less of a scientific and more of a practical touch.

The target group are all people involved in crime prevention project work.

The structure of the work sheets follows the concrete steps in a crime prevention project:

- Project planning/preparation
- Project implementation
- Project review
- Project conclusion (documentation)

Implementation

The work sheets are currently only available for downloading from the Beccaria homepage. This allows the service to be used internationally. A printed version can be created if the requirement and demand exist. They are available in a German and an English version. The downloads were made available on the 4th week of October 2004. At a later date, further work sheets containing examples, descriptions and materials will be created to round off the offer on the webpages.

The work sheets also form the basis for the planned education and training activities of the Beccaria project. Additionally, the flyer (see below) summarizes the key points of the 7 step concept and will be used to publicize the idea of the work sheets.

The “7 step flyer”

The “7 step flyer” (Title: “7 Steps to a successful prevention project”) is a supplement to the work sheets that is given away at conferences and events. It advertises the Beccaria project and its objectives with the participation of the state prevention council. It explicitly points out that a complete guide to the project management of a prevention project can be downloaded from the Beccaria webpages in the form of the work sheets. The 7 step flyer contains a condensed version of the individual work sheets. The flyer provides a short but succinct overview of the key points in project management, mentions key questions and steps and, on top of that, it even lists possible ways to implement these steps.

It is of course mentioned in the flyer that it only contains a summary and that the extended guides can be obtained through the work sheets (or in future through Beccaria training activities as well). As was the case for the work sheets, the character of the flyer is intentionally simple and practical. It should also be intuitive and have the main function of

raising the interest in the topic of quality. To differentiate itself from all the other information leaflets, the flyer has been formatted in the size of a mobile phone – it should fit in any shirt pocket and be readily available. This format stands out from the rest and attracts special attention.

The target group for the flyers are all individuals working in (crime) prevention who are interested in project management and quality assurance. Especially those who have only limited experience in the realization of projects or require working aids and support to improve their work should relate to the flyer. But also people who have not had much contact with these topics might be interested in the flyer. Distribution of the German version of the flyer has been going on since early November. Distribution of the English version will start in December. Both versions have been available for downloading since October 2004.