



**BECCARIA:**  
**7 STEPS TO A SUCCESSFUL CRIME PREVENTION PROJECT**

Worksheet for Step 1: **Establishing and Describing the Topic**

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- Which topic do you want to work on?

...



- Why do you specifically want to work on this topic?

...



- Why do you find it important, working on this/these theme/s in this precise field?

...



If you were free to wish on something: how would the ideal situation, with regard to your chosen topic/problem appear?

...



Narrow down the topic/problem that you would like to work on, and specify it. You should concentrate exclusively on this topic, to the extent that you invest all your energy in it.

It makes little sense planning a "general attack"



**Information:** If lots of topics or fields are available, please make priorities. Single out the project that you believe to be the most urgent. It is important to determine ONE main topic or field within the project.

For different topics and problems, you should preferably plan different projects.



**Information:** Please also consider what you require, to work on your chosen topic/problem, and where your personal motivation for this commitment lies.



Find statistics, press coverage etc. which help to describe the problem.

Define the problem in the affected area and narrow the problem down (Situation analysis)!



- Where exactly does the problem lie?
- How can the problem be described?

...



- Who are directly or indirectly affected by the problem?
- Where does the problem manifest itself (e.g. in which part of the city)
- How widespread is the problem in the area?

...



- For how long has the problem been around?
- What effects are there?

...



- Has the problem changed recently? If yes, in which direction?
- How do you evaluate the extent and the importance of the problem?
- Which future developments are conceivable, or probable, when nothing happens?

...



- How do others deal with the problem?
- Have others already recognised the problem (e.g. on a city, state/county, or a national level) and sought possible solutions?
- Are there Crime Prevention projects for this, that have already been developed and tried out?

...



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Worksheet for Step 2: **Identifying the Causes**

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- What are the possible causes of the problem?

...



- How do you account for the causes?

...



Specify possible causes of the problem from your perspective and (personal) experiences!

...



Draw on criminological theories and findings, and compare these with your own presumptions!

...



**Information:** Look at professional journals, on the internet, and/or at scientific works, regarding criminological, sociological, psychological or educational approaches and theories leading to the explanation of criminality. Compare the analysis of the causes with your situation there:

- Which approaches and explanations go the best with your situation there?
- What is transferable/useful?

...



**Information:** Also use internet entries or information from other Crime Prevention bodies for your research, which are already working on your chosen topic.

You might also find useful suggestions through the PräViS databank and by contacting the project partner ([www.lpr.niedersachsen.de](http://www.lpr.niedersachsen.de)).

...



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Worksheet for Step 3: **Specifying the Goals**

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Which goal(s) would you like to achieve with the project?

What would you like to change and effectuate precisely?

Which side-goals would you like to achieve with the project?

...



Define a/several project goals!

Specify precise (side-)goals!

- high/lower importance (side-)goals
- measurable/checkable (side-)goals

Sort your (side-)goals according to importance!!

Narrow down your (side-)goals to what is essential!

...



- Is/are your (side-)goal/s realistic with regard to time, personnel and finance?
- How can you later check, if you have reached your (side-)goals?
- How will you recognise whether you have reached your (side-)goals?  
Are there measurable criteria?
- What measurable criteria are there for the attainment of a (side-)goal?

...



- Are the (side-)goal objectives attainable in the project's running-time?
- When should a particular (side-)goal be reached by? (short-term; middle-term; long-term)

...



Establish precisely the **point in time**, by when a specific (side-)goal should be achieved!

Consider **buffer times** with your time-plan for unforeseen circumstances! (10-15%)



- Where would you like to procure your financial support from?(public means, private sponsoring, third-party funds)
- How should the financing of the project be carried out?
- What can the project cost in total?

...



Make a table, regarding how much **money** have, and how much you need for individual tasks!

...



Is the budget adequate, or rather realistic for the implementation of the goals? Can you stick to estimated project costs?

...



- Are personal and material costs (pressure, forwarding expenses) etc. incorporated?
- Are the costs proportionate to the targeted changes, goals?

...



- Can I definitely reach the target-group with my measure/s?
- How many people should be reached with the measure/s?

...



- Which particular characteristics does the target-group possess?

Give details among other things regarding:

- age
- gender
- location (also social)

...



Are there ways through which the target-group could be better reached (eg. teachers, peers etc.)?

...





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### Worksheet for Step 4: **Developing possible solutions**

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Define the type and content of the measures:

- Which measure/s is/are appropriate to achieving the goal?
- With your measure/s can the concrete project goals and the side goals be achieved?
- Why do you believe that you can achieve your side goals with the measure/s?
- Which measure/s is/are appropriate to the target groups?

...



Justify why you can achieve your side goals with the measure/s!



Develop measures to tackle the problem!

Also use your description of the problem (see Step 2) and your description of the chosen goals and target groups (see Step 4)!

...



- How will you recognise later whether your measure was successful?
- How will you recognise whether you have achieved your side-goals through your measure?

...



Are there alternative measures, to those planned, at your disposition?

...



Define the criteria with which you will later be able to check the success of the measure/s!

...



Evaluate the measure/s with regard to their feasibility!

Check the feasibility, especially with the background of your personnel, as well as your time and financial means!

...



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Worksheet for Step 5: **Devising and implementing the project plan**

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- How can the chosen measures and solutions be fully implemented?
- Who can undertake which tasks?
- Which measures should begin when, and when should they be concluded?
- Which side-goals should be achieved by when?  
(see worksheet on plan overview)

...



- How much **time** do you need to implement your measures?
- How many **people** do you need to implement your measures?
- How much **money** do you need, (and when) to implement your measures?
- What else do you need? (Rooms, resources, etc.)

...



- Do you have all required resources at your disposal, or do you need to procure them first?
- Can you include other people or institutions in the project, and disburden yourself?

...



Identify WHO is responsible for WHAT and WHEN!

Define specific points in time, when a measure should start and finish!

Compare whether your plan corresponds to the present circumstances!

**For each and every measure**, write down how much time and finance, how many personnel, and other resources that you need!

Make a plan regarding all the resources that you will be needing for the implementation of the project (see worksheet on plan overview)

...



**Implement** your course of action **Step by Step**

Keep track of your time and resource plans!

During the implementation, check the progression of the project at regular intervals (once a month):

- Are there discrepancies between the plans and the execution?
- Is it important to make modifications?

(see Step 7!)

...



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Worksheet for Step 6: **Reviewing the Impact**

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The review does not only start **after** the execution of your project.  
 The review is also extremely important **during** the execution of the project!  
 The aim is to discover weak points early and to eliminate/remedy them.

If you check your project and measures regularly, you can adjust, change and further develop your measures orientated towards the target!

...



- Are there difficulties regarding the implementation of the measures?
- Which causes have these difficulties?
- Are there unplanned "side-effects" to the measures?
- In which areas could you further **improve** the implementation of the measures?

...



- Which measures were planned in detail?
- How were the planned measures implemented?
- How large were the discrepancies between the plan and reality?

...



Were the resources that you needed at your disposal?

Did you stick to your plans with regard to time, personnel and financial resources?



From the beginning of the project, it is important that you document your plans and your individual activities (execution of the measures, discrepancies in the plan and reasons for them! See Worksheet: **Table of Plan Overview**)

That is an obvious requirement for the review!



What did the measure/s bring?

Check with the methods to see if

- Changes/effects occurred?
- The proposed project goals were achieved? (If yes, to what extent? Did the starting point change moving towards the direction of the targeted goal?)
- Changes/effects could/ could have last/lasted over a longer time-period

...



- Were changes/effects released through the measure/s (or perhaps arrived independently from the measure/s and can be traced back to other factors)?
- Which other factors could have played a role?

...



- Was the target-group reached through your measure/s?
- To what extent did the measures reach the intended target-group (section of people)?
- Did the number of contacted/participating people change during the implementation?

...



- **How** do you want to review the extent to which you accomplished your project-goals and side-goals, as well as reaching the target-group?
- In your opinion which method recorded the obvious aspects the soonest (Observation, survey etc.)?
- Is the method appropriate for the target-group?
- Is the method applicable, does it require support/qualification? Where could you get this support from (Institutions, People)?

...



- How long do you need for your review?
- Who is carrying out the review?
- When do you want to begin with it?



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### Worksheet for Step 7: **Documentation and Conclusions**

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Please draw **conclusions** at the end of your review and describe your experiences and findings:

...



- What was good/what was less good?
- Are or were the measures applicable?
- What did the measure/s bring?
- What stood the test of time?
- What was successful, what was ineffective?

...



- What would you do differently the next time?
- Are there alternative measures to the ones you used?
- What did you learn for use in future projects?

...



- What is happening to the results?
- Which results would you like to present to someone and in what way?
- Should the results be publicised (where and how)?

...



What would that mean for the future?

- Should the measure/s be altered?
- Should the measure/s be broken off?



- Should the measure/s be further developed?

...



- Who is responsible for the documentation and the concluding report?
- How much time do you need for the concluding documentation?
- When must the documents be available?

...



From the beginning of the project please document all the stages of planning, the execution, and the discrepancies! (see worksheet 7: Reviewing the Impact)

Please also document:

- Strengths of the measure/s!
- Weaknesses of the measures/s!
- Suggestions to improve the process!

...



Possible composition of the documentation and the concluding report:

- Starting position (description of the problem and the causes)
- Definition of the project´s goals/side-goals and target groups
- Description of the measures
- Overview of the project plan and the progression of the project (also discrepancies in the execution from the planning)
- Results (Strengths, weaknesses)
- Suggestions for the improvement of future projects

...