**PIP Worksheet**

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| **Problem** (in this case what type of event do you want to put on?) |
| **Information – Investigation** (in this case: how will you promote it? Who can help you? Will management help? Are local adult education experts needed? Where and when will the event take place? Will you need to charge, and if so how? Do you need a budget? How will you check the quality of the learning? How will you inform RCM colleagues before and after the event?) |
| **Plan** (what do you need to do?) |