

# Beccaria

QUALITY MANAGEMENT  
IN CRIME PREVENTION



Council for Crime Prevention Of Lower Saxony  
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Niedersachsen. Klar.



Landespräventionsrat  
Niedersachsen

## BECCARIA 7 STEPS TO A SUCCESSFUL CRIME PREVENTATION PROJECT

The central goal of the Beccaria Project is to contribute to the further development of a quality orientation in crime prevention. Effective prevention work requires precise planning and structured implementation of projects.

Project management tools can help you with the following questions: **How do I organise a crime prevention project?** What can I do to initiate new projects successfully?

This leaflet shows central **work steps** that help you to specifically plan crime prevention projects, implement them successfully and evaluate their effects yourself. This quickly and effectively provides new ideas for your work. In this process, the structure of the 7 steps maps out the individual phases of the project.

For each step, there are additional worksheets to be individually filled in. The worksheets and further information can be found at [www.beccaria.de](http://www.beccaria.de)

### DESCRIBING

#### 1 THE PROBLEM ✓

##### CENTRAL QUESTIONS

- What is the problem?
- Where exactly does the problem occur, at what time and to what extent?
- What effects does the problem have locally?
- Who is affected by the problem?
- How long has the problem existed? Has the problem changed?

##### CENTRAL WORK STEPS

- Collect possible fields of work and sort them according to priority if necessary.
- Select a topic
- Research and collect facts and figures on the chosen problem area
- Describe the exact local situation

##### WORK METHODS

- Collection of ideas (flip chart)
- Round table with the people involved
- Research: statistics, press reports etc.
- Surveys/observations

### DETERMINING

#### 2 THE CAUSES ✓

##### CENTRAL QUESTIONS

- What are possible causes of the problem?
- Which explanations best fit the local situation?

##### CENTRAL WORK STEPS

- Collect possible causes from literature, Internet research and your own experience
- Select a description for the cause of the specific local problem

##### WORK METHODS

- Research: literature, other prevention committees, Internet, e.g. in the PräViS database at [www.lpr.niedersachsen.de](http://www.lpr.niedersachsen.de)

### ESTABLISHING

#### 3 GOALS ✓

##### CENTRAL QUESTIONS

- What general goals should be achieved?
- What are the precise (sub-)goals on the way there?
- What target group is to be reached?
- How will I know if a goal has been / is being achieved?
- When should the goals have been achieved?

##### CENTRAL WORK STEPS

- Specify general goals
- Define target group(s)
- Define precise (sub-)goals with specific deadlines
- Sort goals according to importance
- Specify criteria for reviewing the goals

##### WORK METHODS

- Check the necessity of specialist / methodical advice
- Decide whether to plan self-evaluation or external evaluation



## ... a project

Working aids for planning, implementing and reviewing crime prevention projects comprise.

[www.beccaria.de](http://www.beccaria.de)

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### THE BECCARIA STANDARDS ARE AVAILABLE IN 19 LANGUAGES:

Arabic, Chinese, German, Croatian, English, French, Hindi, Italian, Japanese, Korean, Portuguese, Russian, Spanish, Swedish, Turkish, Czech, Hungarian, Lithuanian and Polish at

[www.beccaria-standards.net](http://www.beccaria-standards.net)

## DETERMINING



## MEASURES

### CENTRAL QUESTIONS

- How do I achieve the goals?
- What measures are suitable for reaching the goals or target groups?
- Do I have the time, human, financial and specialist resources?
- How can I verify whether and to what extent the goals and target groups have been reached?

### CENTRAL WORK STEPS

- Collect and evaluate all ideas on achieving the goals
- Select the best ideas or develop a solution from different ideas
- Define a solution or measure for each (sub-)goal

### WORK METHODS

- Collection of ideas (flip chart)
- Notes in the form of key words
- Round table with the people involved

## DESIGNING AND IMPLEMENTING THE PROJECT



### CENTRAL QUESTIONS

- How can the measures be implemented?
- Who is responsible for the individual measures?
- What time, human, financial and specialist resources do I need?
- Who is already working on this topic? What possibilities are there for cooperation?

### CENTRAL WORK STEPS

- Draw up work plan with individual work steps and time schedules
- Clarify possibilities for cooperation (partner organisations)
- Define responsibilities
- Create resource plan
- Determine the project duration
- Regularly document the progress of the project

### WORK METHODS

- Document the progress and implementation of the project from the very beginning: Explain and justify all implementation steps and any deviations from the original plan; make changes if necessary

## REVIEWING THE IMPLEMENTATION AND ACHIEVEMENT OF GOALS



### CENTRAL QUESTIONS

- To what extent have the goals and target groups been reached? How far has the situation changed in the direction of the desired goals?
- Why have the goals and target groups been reached or not?

### CENTRAL WORK STEPS

- Review of the project implementation
- Review of how goals and target groups have been reached, based on the determined criteria (see step 3)
- Comparison between the actual and desired situation

### WORK METHODS

- Review of the implementation (process evaluation)
- Performance of a self-evaluation and/or external evaluation

## CONCLUSIONS AND DOCUMENTATION



### CENTRAL QUESTIONS

- What are the central insights gained from the project?
- What do the results mean for the project?
- What difficulties occurred during planning and implementation? What has proven valuable?
- What suggestions for improvement, recommendations for action can be derived?

### CENTRAL WORK STEPS

- Go over the project again and draw conclusions
- Create a final report
- Disseminate project results and documentation

### WORK METHODS

- Draw up final report: project design, implementation, project results, evaluation results, conclusions
- Set project documentation in PräViS [www.lpr.niedersachsen.de](http://www.lpr.niedersachsen.de)