

Joshua Nations

"Ask of me and I will give you the nations" Psalm 2:8

Start-Up Kit

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Vision & Strategic Plan

God, the Master Planner

"Write the vision and make it plain on tablets, that he may run who reads it." Hab 2:2 NKJV

Vision! All of us have vision, but not all of us know how to reach the vision which God has called us to complete. Strategic planning, structuring, equipping, training and developing -- they are all necessary in seeing any vision accomplished. It has been said, "Give a dollar for a plan, but a million dollars for one who will *work the plan*." God has a plan and God is working His plan in each of us and through each of us!

"The counsel of the LORD stands forever, *the plans of His heart to all generations*. Blessed is the nation whose God is the LORD, the people He has chosen as His own inheritance."
Ps. 33:11-12 NKJV

All of us are natural visionaries and natural strategic planners -- we just don't realize how natural it is! For an example, we may envision buying groceries because we are hungry. We then naturally begin to think about and plan how we are going to buy those groceries. We go through this process every day and several times a day in multiple ways. It doesn't matter if you are an executive of a world bank or a grandmother cooking for a family in the Peruvian Mountains -- this is basic to each of us. Joshua Nations is committed to equipping and training the people of God with *basic* and *proven* models necessary for reaching the vision of God in their lives.

So what is a Strategic Plan? "A Strategic Plan is simply the documentation of your best and most current thinking about the future"

A Strategic Plan revolves around 4 key questions:

Where have you been?	This is your story.
Where are you now?	This is your season.
Where are you going?	This is your stretch.
How are you going to get there?	This is your strategy.

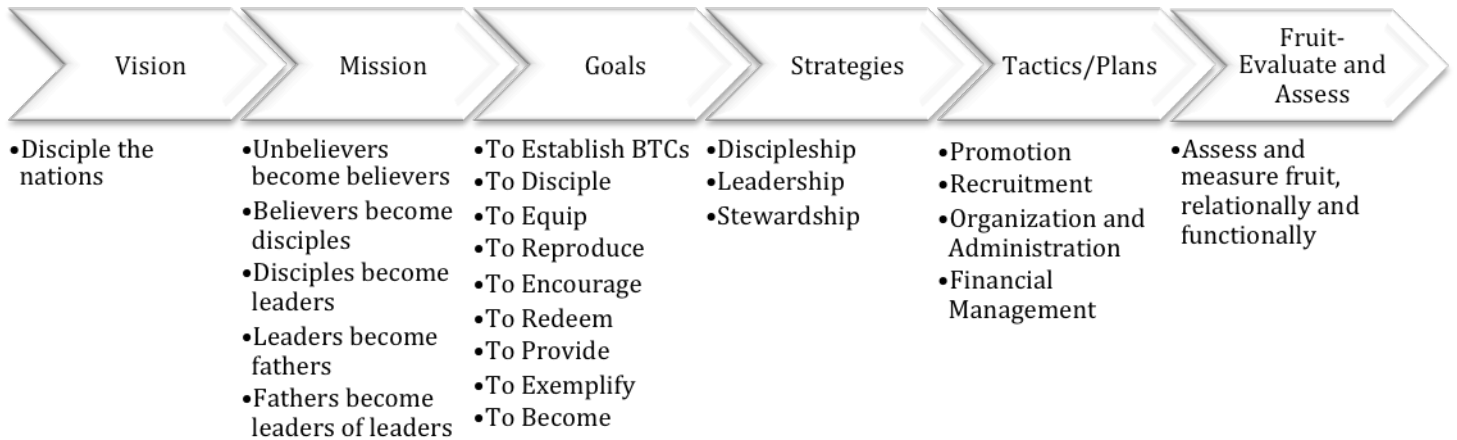
God has documented His Strategic Plan in how He would introduce atonement through Christ in His Holy Scriptures. They tell of our origin, where we have been, where we are now, where we are going, and how we are going to get there.

This same model can be seen over and over throughout the Scriptures (for example: the Exodus, building the Tabernacle in the wilderness, entering the Promised Land, building the Temple in Jerusalem, and even *you*.) The list goes on and on of God's plans to reach His ultimate Vision. Jesus Himself taught us,

"For which of you, intending to build a tower, does not sit down first and count the cost, whether he has enough to finish it — lest, after he has laid the foundation, and is not able to finish, all who see it begin to mock him, saying, 'This man began to build and was not able to finish.'" Luke 14:28-31NKJV

Joshua Nations is committed to providing this same basic model for Strategic Planning, Structure, Training and Financial Development for each of our team members, whether in a Bible Training Center, the National Leadership Team or our Global Leadership Team -- we all commit to the same Strategic Plan. Let's look at Joshua Nation's Strategic plan.

Joshua Nation's Strategic Plan



Vision

What is Vision?

Vision is the compelling clarity of the “bigger picture!” It defines the greatest need or initiative that individuals or organizations are pursuing to fulfill. It is a picture of the future that produces passion in people.

Joshua Nations’ Vision: Disciple the Nations!

And Jesus came and spoke to them, saying, "All authority has been given to Me in heaven and on earth. **Go therefore and make disciples of all the nations**, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Amen. Matt 28:18-20 NKJV

Joshua Nations is committed to training leaders to both bear and cast Vision to their realms of influence. The Scripture clearly states, “Where there is no vision, the people perish...” The People of God are interdependent upon the Vision and the Vision interdependent upon God’s People – where there is no

vision the people perish and where there are no people the vision perishes. One without the other cannot advance, reproduce, or more importantly, resist evil in the earth.

Mission

What is a Mission Statement?

A Mission Statement defines your primary purpose and function in reaching your Vision. It should be short, to the point, easily understood by a teenager and can be recited by memory.

What is Joshua Nation's Mission Statement?

Unbelievers become believers
Believers become disciples
Disciples become leaders
Leaders become fathers
Fathers become leaders of leaders

Goals

What is a Goal?

Goals "set the mark" for the determined outcomes and results in achieving your Mission. Our Goals pull us into the future!

What are Joshua Nation's Goals?

- 🌐 **To establish Bible Training Centers throughout the world!**
- 🌐 **To Disciple the Nations**
"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Amen. Matt 28:19-20 NKJV
- 🌐 **To Equip Every Student**
"And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ; that we should no longer be children, tossed to and fro and carried about with every wind of doctrine, by the trickery of men, in the cunning craftiness of deceitful plotting, but, speaking the truth in love, may grow up in all things into Him who is the head — Christ — from whom the whole body, joined and knit together by what every joint supplies, according to the effective working by which every part does its share, causes growth of the body for the edifying of itself in love." Eph 4:11-16 NKJV

We are to lift people to experience more health, growth, and success to become what they never thought they could be and to achieve things they never thought they could achieve.
- 🌐 **To Reproduce Themselves in Others**
To have fruit, more fruit, much fruit, and remaining fruit – John 15

☛ **To Encourage Experiential Transformation by His Word**

To minister and experience Kingdom advancement as they witness,
“The kingdoms of this world have become the kingdoms of our Lord and His Christ.” Rev. 11:15 NKJV

☛ **To Redeem the Cultures of the Nations**

“In your seed all the nations of the earth shall be blessed, because you have obeyed My voice.”
Gen 22:18-19 NKJV. To redeem and influence the cultures of this world represented in families, education, governments, the market place and the arts and sports.

☛ **To Provide a Strong Labor Force for the Body of Christ**

“The harvest truly is plentiful, but the laborers are few. Therefore pray the Lord of the harvest to send out laborers into His harvest.” Matt 9:37-38 NKJV

☛ **To Exemplify the Spirit of Excellence**

“But we have this treasure in earthen vessels, that the excellence of the power may be of God and not of us.” 2 Cor 4:7 NKJV

“But in a great house there are not only vessels of gold and silver, but also of wood and clay, some for honor and some for dishonor. Therefore if anyone cleanses himself from the latter, he will be a vessel for honor (excellence in character), sanctified and useful for the Master, prepared for every good work.” 2 Tim 2:20-21 NKJV

“Inasmuch as an excellent spirit, knowledge, understanding, interpreting dreams, solving riddles, and explaining enigmas were found in this Daniel...” Dan 5:12 NKJV

☛ **To Become Financially Independent**

One of our primary focuses is to enable nations to become financially independent of outside funding as well as to become givers to the greater harvest at large.



Strategies

What are Strategies?

Strategies are the integration of plans, personnel, and resources operating within your core values and beliefs to accomplish your goals. Simply put, it is the documentation of your best and most current thinking about the future. Strategies are contingent upon both short and long term success. Therefore, flexibility and adjustments are essential as you work your Strategic Plan. A Strategic Plan should be rigid in following your principles (core values and beliefs) as well as flexible and adjustable in methodology.

Strategic Planning revolves around four basic questions:

Where have you been?
Where are you now?
Where are you going?
And how are you going to get there?

What are Joshua Nation's Strategies?

Joshua Nations has three primary strategies, which are **Discipleship**, **Leadership** and **Stewardship**.

Discipleship

And Jesus came and spoke to them, saying, "...**Go therefore and make disciples of all the nations...**" Matt 28:19

2 Timothy 2:2

There is only one effectual way to *disciple* the nations – one person at a time, up close and personal! Jesus was available to His disciples! He ate, walked, taught, ministered, corrected, laughed and cried with them. His close proximity to His disciples afforded Him time to both "train and equip" them. We are called to this very model with one another as mentioned by the Apostle Paul in Ephesians,

"And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, *for* the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ..."

We focus our efforts in four key areas while training and equipping disciples:

- Helping them to *recover wholeness* in body, soul and spirit
- Helping them to *discover their function and gifting* in the Body of Christ as well as encourage specialization, i.e., ministry with youth, children and adults
- Helping them to *correct and adjust themselves* to the will of God
- Helping them to *fully qualify for the work of the ministry* through hands-on experiences
- Coaching believers and leaders to full maturity in Christ

Leadership

Joshua Nations is committed to leading people! One of the most profound, yet simple truths communicated in modern times is in a quote by Stephen Covey, "You *manage things*, but you *lead people*." Leadership is influence! There are good leaders and there are bad leaders, thus there are those who influence for good and those who influence for bad. The question is, "*What kind of leaders are we?*" Position does not qualify character. While the polar of good and bad are usually obvious, it is the arenas of compromise that cause ineffective leadership in each of us. Therefore, we ourselves must commit to excellence, and in turn, trust and hope to influence a righteous generation both now and those to come.

Leadership takes responsibility to affect the experience of his or her followers with good mentoring, coaching and fathering. Leaders lead in today's character with tomorrow's influence in mind.

Many of us have heard the saying, "Leaders are born." But in the Bible we see that there are both "born leaders" and "made leaders," evident in the contrast between David (a born leader) and Gideon (a made leader). However, whether born or made, we are all being formed by the Hand of God to lead in our various realms of influence for the furtherance of His Kingdom. God's heart will not be satisfied until we are ALL leaders in our unique callings.

“But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him, who called you out of darkness into His marvelous light; who once were not a people but are now the people of God, who had not obtained mercy but now have obtained mercy.” 1 Peter 2:9-10 NKJV

“So he shepherded them according to the integrity of his heart, and guided them by the skillfulness of his hands.” Ps 78:72 NKJV

Note this extraordinary model of leadership given to Moses,

“So Moses' father-in-law said to him, "The thing that you do is not good. Both you and these people who are with *you will surely wear yourselves out*. For this thing is too much for you; you are not able to perform it by yourself. Listen now to my voice; I will give you counsel, and God will be with you: Stand before God for the people, so that you may bring the difficulties to God. And you shall teach them the statutes and the laws, and show them the way in which they must walk and the work they must do. Moreover you shall select from all the people able men, such as fear God, men of truth, hating covetousness; and place such over them to be rulers of thousands, rulers of hundreds, rulers of fifties, and rulers of tens. And let them judge the people at all times. Then it will be that every great matter they shall bring to you, but every small matter they themselves shall judge. So it will be easier for you, for they will bear the burden with you. If you do this thing, and God so commands you, then you will be able to endure, and all this people will also go to their place in peace." Ex 18:17-23 NKJV

Who qualifies for the selection of leadership?

- Having ability (to serve both relationally and in task)
- Having the fear of the Lord
- Individuals of Truth
- Individuals who hate covetousness

And what will these leaders do:

Delegate:

You cannot be an effective leader if you do not learn to delegate! Remember, our goal is to empower others to become great leaders! Delegate responsibilities according to a leader's ability as he or she is able to lead over 10s, 50s, 100s, and 1000s.

Have One Standard:

Teach them how and show them the way in how they should walk, modeling in yourself *first* moral integrity. Do not have a double standard! All growth is hindered by lack of character. Your *inner character* or lack thereof (love, joy, peace, long suffering, goodness, kindness, meekness, faithfulness and self control) will determine the ceiling of your leadership.

Problem Solvers:

Teach and show that we are called to be “problem solvers” in our designated realms of influence. Always require suggestions for resolving problems from team members. If their resolution is correct, affirm, validate and encourage implementation. If their resolutions are short of desired outcomes, walk the team member through the process of resolving problems.

🌐 Stewardship

Stewardship is the management of time, resources, talents and gifts entrusted to individuals, organizations and nations. Whatever we have been given by God belongs to God in the end, even our very breath. Therefore, our life's journey is measured by how we steward our time, resources, gifts, and talents.

The Depositing of Talents

"For the *Kingdom of Heaven* is like a man traveling to a far country, who called his own servants and delivered his goods to them. And to one he gave five talents, to another two, and to another one, to each according to his own ability; and immediately he went on a journey. Then he who had received the five talents went and traded with them, and made another five talents. And likewise he who had received two gained two more also. But he who had received one went and dug in the ground, and hid his lord's money. After a long time the lord of those servants came and settled accounts with them.

The Accountability of Talents

"So he who had received five talents came and brought five other talents, saying, 'Lord, you delivered to me five talents; look, I have gained five more talents besides them.' His lord said to him, 'Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of your lord.' He also who had received two talents came and said, 'Lord, you delivered to me two talents; look, I have gained two more talents besides them.' His lord said to him, 'Well done, good and faithful servant; you have been faithful over a few things, I will make you ruler over many things. Enter into the joy of your lord.'

"Then he who had received the one talent came and said, 'Lord, I knew you to be a hard man, reaping where you have not sown, and gathering where you have not scattered seed. And I was afraid, and went and hid your talent in the ground. Look, there you have what is yours.'

"But his lord answered and said to him, 'You wicked and lazy servant, you knew that I reap where I have not sown, and gather where I have not scattered seed. So you ought to have deposited my money with the bankers, and at my coming I would have received back my own with interest. So take the talent from him, and give it to him who has ten talents.'

The heart of Jesus being spoken in this passage of Scripture is stewardship! The things that characterize the "good servants" were faithfulness and multiplication. The things that characterize the "wicked servant" were laziness, fear and a lack of reproducing!

"For to everyone who has, more will be given, and he will have abundance; but from him who does not have, even what he has will be taken away. And cast the unprofitable servant into the outer darkness. There will be weeping and gnashing of teeth." Matt 25:14-30 NKJV

It is evident that God is a good businessman! He is looking for a yield on His investments within each of us. Joshua Nations is committed to empowering and training individuals and nations to steward their time, resources and talents in practical life applications.

One of our primary focuses is to enable nations to become financially independent of outside funding as well as to become givers to the greater harvest at large. We have developed a simple biblical model that will guide in the stewardship of both character and funds.

Funds generated by a Bible Training Center will become a resource to support the furtherance of The Kingdom to the peoples indigenous to that nation. This is a PROVEN and very simple financial model that will enable a Bible Training Center to reproduce and sustain growth year after year.

The familiar and true statement, "You can feed a man a fish for a day (creating dependency upon you), or teach him to fish and feed him for life (empowering and equipping him as a steward to procure resources)." We all agree with the principles of the harvest which are basic to life -- receiving seed, planting seed, and then tending seed to a full yielding harvest. However, while that is the natural course of agricultural cause and effect, there is yet a greater principle of reproducing yields of 30, 60 and 100 times their fold. **Key to understanding this greater principle is to understand that increase in The Kingdom is not measured by accumulated wealth, rather by circulated wealth! How much can God entrust to us to circulate our time, resources, gifts and talents back into The Kingdom for the renown of His Name and Word in earth?**

While all the promises of God are sure and amen, they will not be realized in abundance if we violate the principles of increased sowing from increased harvests. Stewardship is fundamental to all we do!

Tithes and Offerings

The tithe is the redemptive part of the whole. It is worthy to note that God **requires** the tithe, the FIRST of all our increase. The tithe was required under every Covenant throughout Scripture. Able brought his first and best lamb, Noah offered clean sacrifices after the flood, Abraham offered a tithe to Melchizedek, the Mosaic Law required the tithe (interesting to note that the average giving of tithes and offerings under the Mosaic Law averaged about 30%), the prophets admonished the people to “put their money where their mouth is” and return and honor the Lord with the BEST of all their increase, Jesus spoke on many occasions that we were to have an attitude of giving our tithe and offering with wholeheartedness as well as the Apostles.

Our “offerings,” are **voluntary** opportunities to invest in His Kingdom on earth with a secured interest promised in Heaven!

Spirit-led Giving

In 2 Corinthians, chapters 8 and 9, the Apostle Paul talks about classic “Spirit-led” giving. No doubt about it, what we value the most “gets” our time, resources, gifts and talents! Joshua Nations believes it is essential to every believer to have a clear understanding about stewardship so that they might sustain continued growth in all areas of their lives.

Tactics/Plans

What are Tactics?

Tactics are methods of procedures to accomplish end results. The military perspective of a tactic is the art and science of disposing and maneuvering methods or procedures and/or troops to action in the presence of the enemy.

What are Joshua Nation’s Tactics for operating a Bible Training Center?

Student Recruitment- Where do you get your students?

- Leaders of denominations and churches
- Pastors
- Church members
- Friends and family
- The lost
- Students and faculty best advertisement
- Events and graduation (many come from here)

🌐 Teacher Recruitment- Where do you get your teachers?

A Bible Training Center’s objective is for students to become a harvest of teachers!

- a. Church
- b. Other Pastors
- c. Graduates

Build a Brochure and advertise- See Sample documents

Fruit-Evaluate and Assess

What are Measurements and Assessments?

Simply put, is the plan working? The practice of “measuring outcomes” and “assessing processes” is to determine whether or not our goals, strategies and tactics are working in reaching our vision and mission. There are two primary areas that are necessary to measure and assess, relational areas and functional areas.

What are Joshua Nations Measurements and Assessments?

“A good tree cannot bear bad fruit, nor can a bad tree bear good fruit. Every tree that does not bear good fruit is cut down and thrown into the fire. Therefore by their fruits you will know them.” Matt 7:15

Measurement and Assessment

Are we reaching our Vision, Mission and Goals?

Measure: Do we have *measurable* fruit (outcomes)?

Assessment: If so, what kind of fruit is it? Good or bad?

RELATIONAL Measurements and Assessments:

Are the laborers well?

Are our strategies working? Needed adjustments?

Are there any suggestions that might foster better relationships?

FUNCTIONAL Measurements and Assessments:

Are our tactics working? Needed adjustments? Suggestions?

Are there any needed “tweaks” within the infrastructure or processes?



Staffing Structure

Contents

BTC Team

Staffing Structure

1. Coordinator

- a. Obtain e-mails, addresses and phone numbers of all the Leaders trained.
- b. Checks up with the BTC leaders to get them started on their 5 steps to starting the schools.
- c. Guides the schools towards finishing the 1st and 2nd year curriculum headed for graduation.
- d. Reports to Joshua Nations all progress and questions for BTC's operations

2. Discipleship/Internship Director

- a. Places the students in their internship places after talking with the students to see what their gifts and abilities are.
 - b. Maintains records for each individual student.
 - c. Meets periodically with students to monitor their progress.
 - d. Shares reports with the Pastor or Leader of the School, and administrator.
 - e. Guides students in their progress dealing with issues.
 - f. Makes sure students are turning in their reports every time they meet for class.
- ** No students may graduate who has not done their internship/discipleship works.

3. Administrator

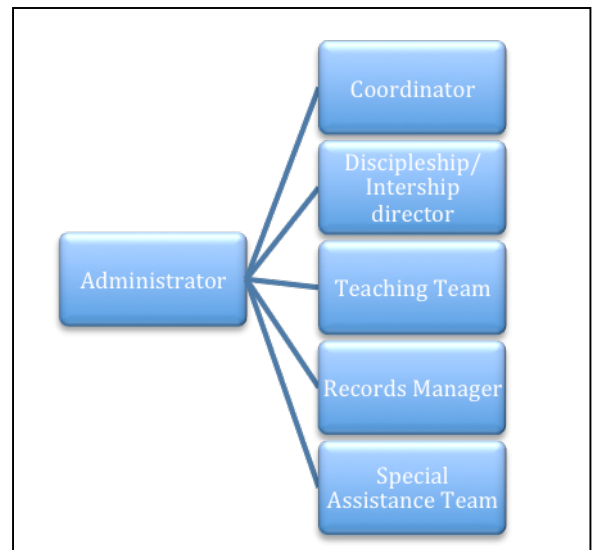
The Administrator sets the standard of spiritual, moral and ethical excellence by providing leadership and oversight in directing all staff, student body, planning, and management of finances and operations.

The Administrator reports to the designated regional, national or global team member on the spiritual and relational progress of their BTC, as well as discuss any outstanding issues.

4. Teaching Team

The Teaching Staff Team commits to spiritual, moral and ethical excellence in teaching a love for truth and understanding in the spirit of humility, genuinely honoring their students. They shall be knowledgeable to teach the lesson.

The Teaching Staff Team will report directly to the Administrator and will be responsible for each subject as well as keeping attendance, recording grades and giving exams. Teachers will be expected to communicate both progress and outstanding issues or potential issues for each class to the Administrator and turn their records to the records keeper.



The teachers and leaders will have a unique and limited opportunity with students to teach practical and basic applications for life management skills. We encourage teachers to disciple their students in:

- ✓ Personal responsibility in all areas of life
- ✓ Time management skills
- ✓ Practical and spiritual life disciplines that help them reach their goals

5. Records Manager

The Records Manager commits to spiritual, moral and ethical excellence in keeping all financial, office and student records. The Records Manager reports directly to the Administrator.

Build a file folder for each student -Containing-

- a. Application
- b. Attendance
- c. Grades
- d. Discipleship/ Internship Report
- e. Financial Record (if needed)

6. Special Assistance Team- Support Teams

The Special Assistance Team commits to spiritual, moral and ethical excellence as a BTC Team member. The Special Assistance Team will report directly to the Administrator. The Administrator will assign regular and routine responsibilities for the Special Assistance Team to assist the Administrator, Records Manager and Teaching Staff Team in whatever needs to be done.



Sample Documents

CERTIFICATE OF COMPLETION

This certificate is awarded to

Having shown authentic evidence of educational achievement by virtue of satisfactory completion of the tests given by the
Living Word Missions and the Joshua Nations Bible Training Program

Is hereby awarded this certificate by the Joshua Nations this _____ day of _____, 20_____.

Joshua Nations

"Ask of me and I will give you the nations" Psalm 2:8

Living Word Missions



Signature _____

Date _____

Signature _____

Date _____

Application for Admission

Name _____

Address _____

Age _____ Sex _____

Profession _____

Employed? _____ Where? _____

Name of your church _____

Address _____

Name of the Pastor _____

What type of ministry work are you currently involve in at your church ?

Education : _____

High school _____

College _____

Other(s) _____

Have you had previous Bible school training ? _____

If yes, where? _____

What languages do you speak? _____

Date _____

Signature _____



DISCIPLESHIP REPORT

Name _____ Date _____

Discipleship _____

Explain the nature of your ministry opportunities this week.

What lesson or Lessons did you learn from these opportunities?

Did you face any difficulties, challenges, etc?

Do you have any needs?

Signature

Date

GRADING RECORD

EXAMS

ASSIGNMENTS

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Period _____ Term # _____

SAMPLE BROCHURE

*The BIBLE TRAINING CENTER is much more than just a Bible School.
It is a place where lives are transformed by the Word of God and by the Spirit of God.*

Come and experience the excitement of the BIBLE TRAINING CENTER where the Word of God is taught with soundness and demonstrated with boldness, power, and anointing.

The BIBLE TRAINING CENTER! EXPERIENCE IT! Once you have, you will never be the same again!

I. WHAT IS THE BIBLE TRAINING CENTER?

The BIBLE TRAINING CENTER is not a church, but it is an interdenominational BIBLE TRAINING CENTER which emphasizes training men and women in the Word of God so they can be more effective in their churches and in their own lives.

II. WHERE AND WHEN DOES THE BIBLE TRAINING CENTER MEET?

To be determined by each individual BTC.

III. WHAT DOES IT COST TO ATTEND?

The cost of the BIBLE TRAINING CENTER is \$_.__ a year. We offer a payment plan of \$_.__ per month.

IV. WHAT MUST I DO TO ATTEND?

Fill out the attached application and bring it to our school office.

V. FIRST YEAR CURRICULUM

- Blood Covenant
- Holy Spirit
- Obedience
- Character of God
- Foundations of Faith
- Evangelism
- Divine Healing
- Understanding Authority
- The Gospels
- Bible Doctrines
- Righteousness
- Demonology
- Prayer
- Christian Stewardship
- Practical Ministries
- Introduction to Ministry

VI. SECOND YEAR CURRICULUM

The second year curriculum is primarily designed to train students in the various areas of Ministry in which they sense the calling of God. We offer training in such areas as :

- *Pastoral Ministry*
- *Missions*
- *Teaching Ministry*
- *Helps Ministry*
- *Evangelism*
- *Children Ministry*

VII. DISCIPLESHIP TRAINING PROGRAM

At the BIBLE TRAINING CENTER, we believe in training students by precept and example. Along with classroom instruction, we also make available to our students a hands-on discipleship training program in various areas of ministry. This training includes:

- *Teaching opportunities*
- *Music Ministry*
- *Sound Equipment Operation*
- *Leadership Training*
- *Children's Outreach*
- *Administration*

VIII. BENEFITS YOU RECEIVE

- *Greater Knowledge of God's Word*
- *Outlines of Every Course*
- *Use of a Reference Library*



Financial Plan (Suggestions)

1. Charge tuition.
2. Charge an application fee.
3. Take special missions offerings.
4. Raise Scholarships (Books)
5. Charge graduation fee.



Where do we go from here

1. Study through the Start-up kit and master plan.
2. Study through the 1st year curriculum and take the exams.
3. Build your team
 - a) Coordinator
 - b) Discipleship/ Intern Director
 - c) Teaching team
 - d) Records Manager
 - e) Special Assistants team
4. Make major decisions with good thinking and questions.
 - a) Will it be a 1 or 2 year program
 - b) Where and when will you hold classes
 - c) Look at the Financials
 - d) Name of the school
 - e) Set the starting date
5. Establish a Timeline
 - a) suggestion 2-3 months after you finish curriculum and exams
 - b) Start at the right time
 - c) Involve your team/Leaders in the whole process

TimeLine:

