

**PM6**

# **PLANNING & PRIORITISATION**

**(Two Days)**

**Bruce Smith**

**OR**

**Angus Duncan**

## **COURSE OVERVIEW**

Planning takes place at all stages of a project. It starts in the conceptual phase with outline plans of possible schemes. These are continually refined; planning intensifies as the scope and timing of the project becomes more firmly established. By the time there is a firm commitment by the sponsor to proceed the plans may then be developed more formally.

Over one or two days the subject of planning will be intensively examined through considering case studies, exercises and discussion.

## **WHO SHOULD ATTEND:**

This course is important for every person. It is indispensable for managers or staff frequently have to meet tight deadlines.

## **LEARNING TOPICS WILL INCLUDE:**

- Defining goals and setting objectives.
- Determining priorities - decision making tools.
- establishing the source of resources
- Allocating tasks and establishing critical success criteria.
- Producing workable schedules for the plan.
- Assessing factors that may prevent achievement of the plan - force field analysis.
- Presenting and gaining support for the plan from sponsors and stakeholders.