

# The Performance Group

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## Planning

### *What is planning?*

Planning is important to ensure that everything gets done and you are achieving your objectives. If you fail to plan then you will just be reacting to situations as they arise. Planning is the process of creating something that does not currently exist.

*It is a dynamic process of creating direction into the future, making relevant decisions that are based on answering some key questions:*

- What have we done before?
- What are we doing now?
- What should we do next?
- What should we not be doing in the future?
- How are we going to get there?
- What are the constraints?

The results to these questions will prescribe the direction and activities of the team. However, planning requires a logical and organised approach. **Key steps are:**

**1. Check everyone understands the objectives:** Ask questions to ensure people have a full understanding.

**2. Determine the work involved:** All the activities which make up the total work to be carried out must be identified and quantified. Many people think that step 2 is what is meant by planning when in fact it is just the starting point of the planning process.

**3. Arrange the work:** All the activities identified in the stage above need to be organised into a logical order and structure. You must break the work down into manageable chunks – known as **key stages** as this will help you enormously later.

**4. Define roles:** Once the work has been broken down into its key stages it is now possible to identify the **responsibilities** and authority of the team and others who have a part to play in the achievement of the objectives.

**5. Define procedures:** Before the plans can be implemented everyone involved must have a clear understanding of the policies, techniques and procedures.

**6. Assignment:** Finally the work is assigned to those individuals who will carry out the plans.