

GENERIC PLANNING FRAMEWORK

The framework is based on the following assumptions :-

- It is important to keep a eye on the ultimate goal of any initiative.
- You can't do one thing without it affecting something else, either positively or negatively.
- Trade-offs are part of life and need to be acknowledged.
- Resources are more than just people and money.
- It is unfair and impractical to do things which affect others without taking their interests into account.
- The best way to take others' interests into account is to involve them in the decision.
- You need a way of judging whether, on the whole and in parts, the plan is working.
- Responsibilities need to be clearly identified (especially collective ones).

THE PLAN FRAMEWORK

WHAT

- Description of the proposed initiative
- The "issue(s)" the initiative seeks to tackle
- The goal(s) it helps achieve

HOW

- For the initiative to succeed what will need to be :-
 - Kept; how ?
 - Stopped; how ?
 - Started; how ?
 - Changed; how ?
- What will be the positive and negative immediate effects of these activities (this allows the initiative to be monitored). How will the negative effects be handled ?
- How will the feedback from the "monitoring" be evaluated and incorporated into future activities; either to prevent fewer negative effects or to increase the impact of the positive effects ?

WITH WHAT

- What resources will be needed to implement the above activities ?
 - People (from where to do what)
 - Money (from where to do what)
 - Information (what kind, from where, to where, by whom, to do what)
 - Equipment and other things (what)
 - Knowledge & Skills (what kind, how acquire, how use, by whom)
 - Time (whose, from where, how much)
- What trade-offs are necessary, and how will it be done ?

WITH WHOM

- Who will take the prime responsibility for the initiative ?
- Who else will need to be involved - what level of co-operation is there ?
- Who will be affected positively and negatively by this initiative (inside or outside the organisation); what are their views on the initiative ?
- Who else has a valid viewpoint (inside or outside the organisation); How have these interests been accommodated or resolved ?