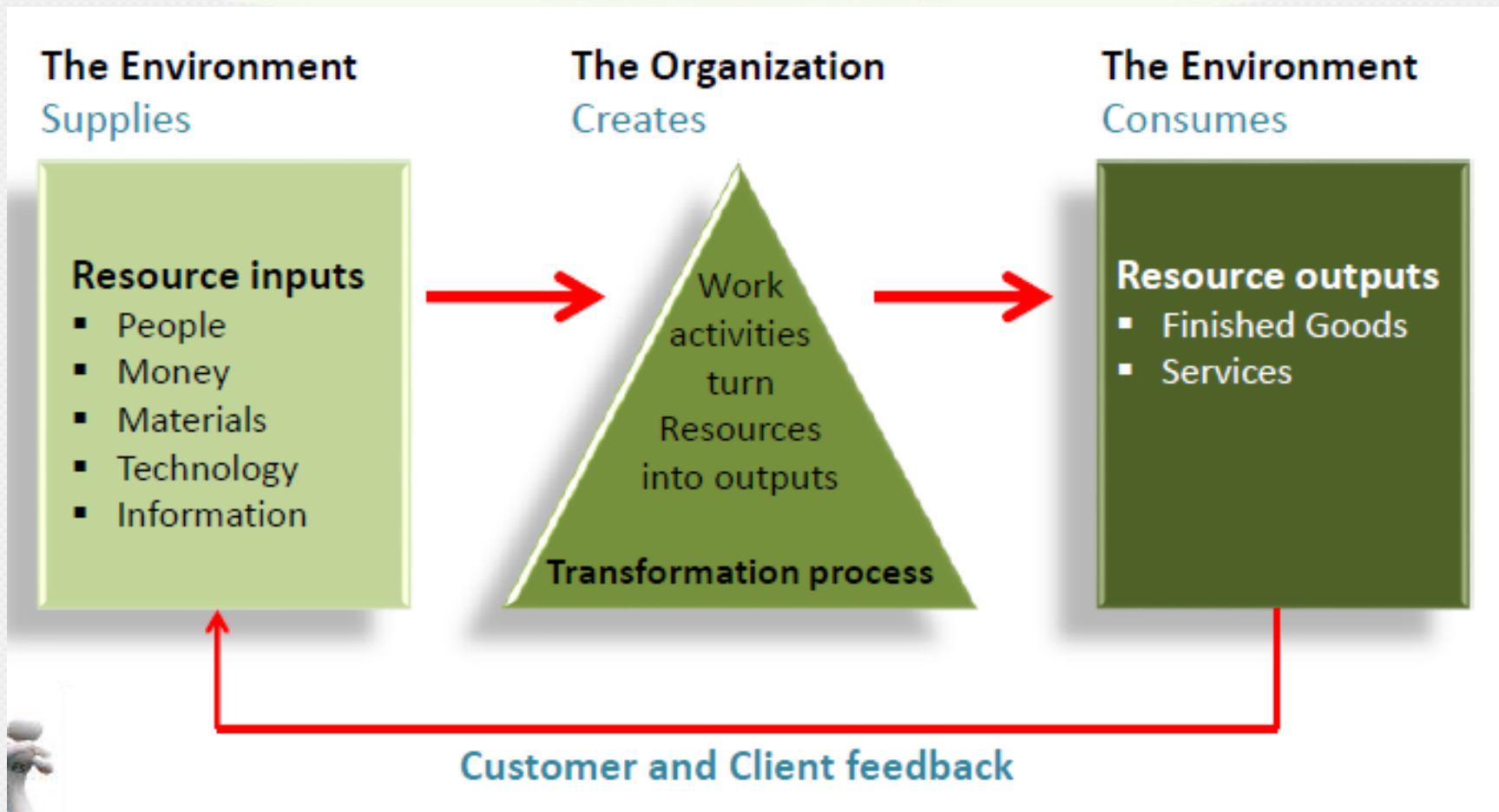


Planning concepts & Tools

December, 2018

Organizations are Open Systems



Organizational Performance

- **Performance Efficiency:**
An input that measures the costs associated with goal accomplishment



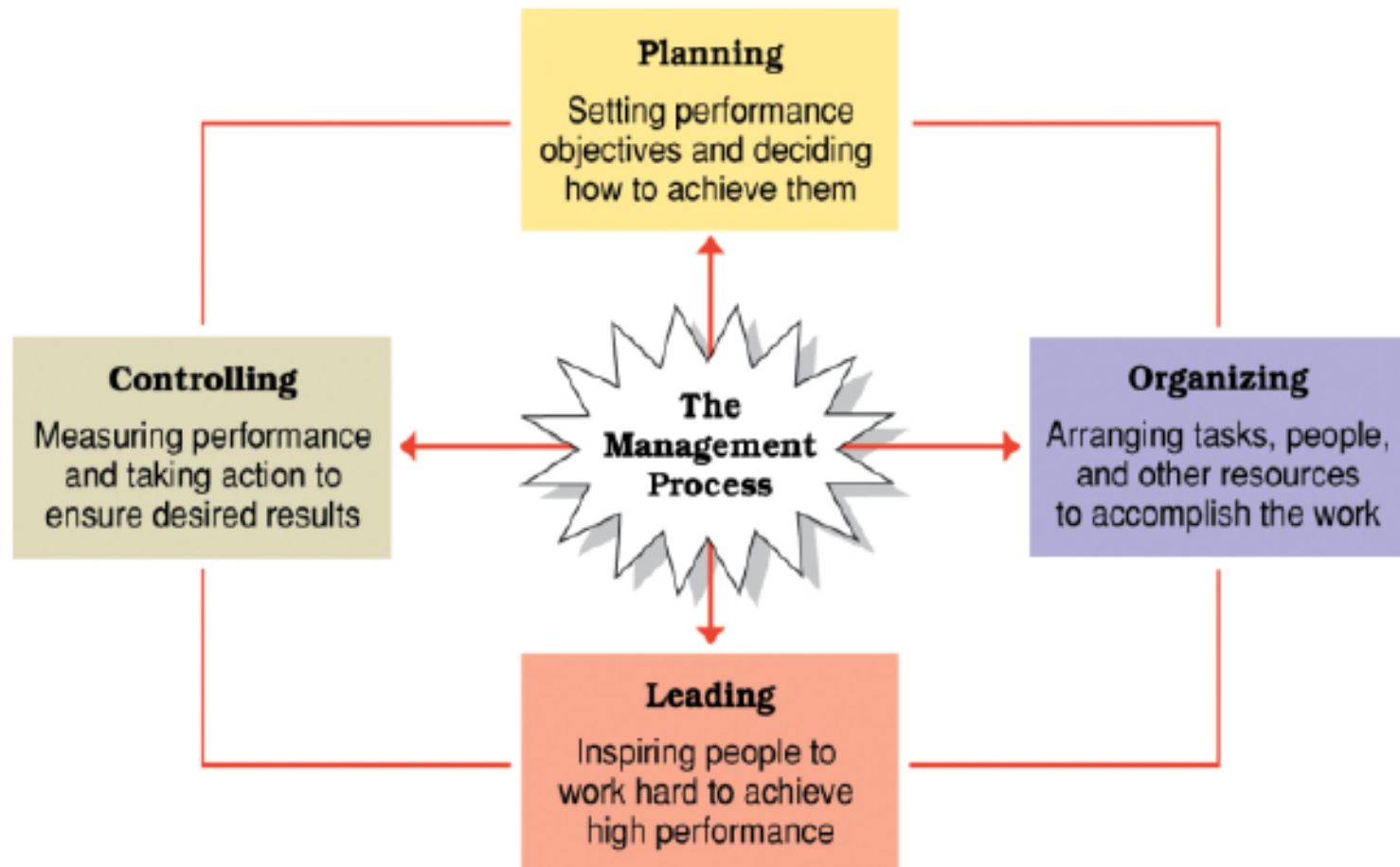
- **Performance Effectiveness:**
An output that measures goal accomplishment



Organizational Performance



Management Functions



The Roles of Planning & Controlling

- Decide where you want to go
- Decide how best to get there

PLANNING
to set the Direction

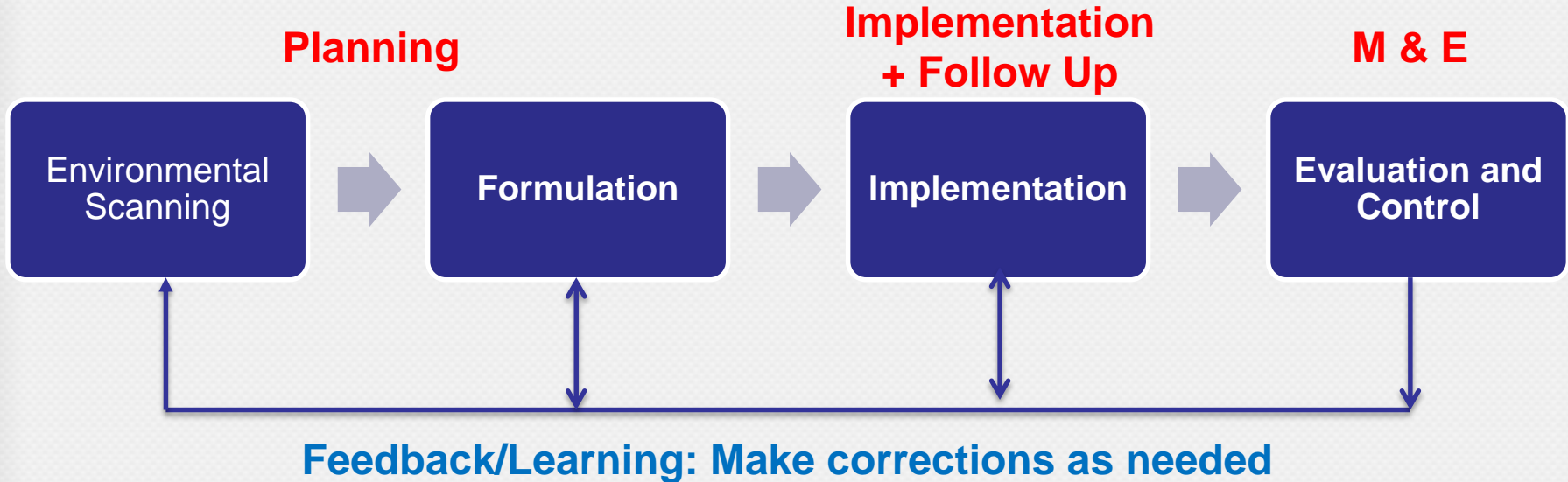
ORGANIZING
to create Structures

LEADING
to inspire Efforts

CONTROLLING
to ensure Results

- Measure performance
- Take corrective action

Basic Stages



Environmental Scanning

SWOT Analysis

STRENGTHS

- What is your unique selling proposition?
- What are your competitive advantages?
- What resources do you have?
- What do customers like about your product?
- What do you do better than your competitors?
- What advantages do your staff members have?
- What assets does your company have?

WEAKNESSES

- Which areas of your business/projects could use improvement?
- What advantages does your company lack?
- What do your competitors do better than you?
- Which disadvantages do our workers/products have?
- Which internal factors interfere with your business success?

OPPORTUNITIES

- Does economic/political climate help you develop your business?
- Which external factors can give you an edge?
- How can market fluctuations aid you?
- Do these opportunities have temporary nature?

THREATS

- Who are your competitors?
- Which market areas are potentially dangerous for your business?
- Which trends can negatively affect your business?
- Is there a product/innovation on the market that will make your product/innovation outdated?

Environmental Scanning

PESTEL Analysis

P

Political

- Increasing political focus on healthcare
- Global governments look for healthcare savings
- Britain voted to leave Europe causes political turmoil

E

Economic

- Increasing labor cost
- Inflation
- Consumer confidence is low
- Low fuel prices and interest rates helps promote growth in market capacity

S

Social

- Hello World Pharmacy was fined \$450m for pollution issues
- Increasing attention in healthcare

T

Technological

- Opportunity: Advertise through social media

L

Legal

- Hello World Pharmacy was fined \$450m for pollution issues

E

Environmental

- Adverse weather condition causes the temporary suspension of some factories
- Growing attention to environmental protection

Formulation

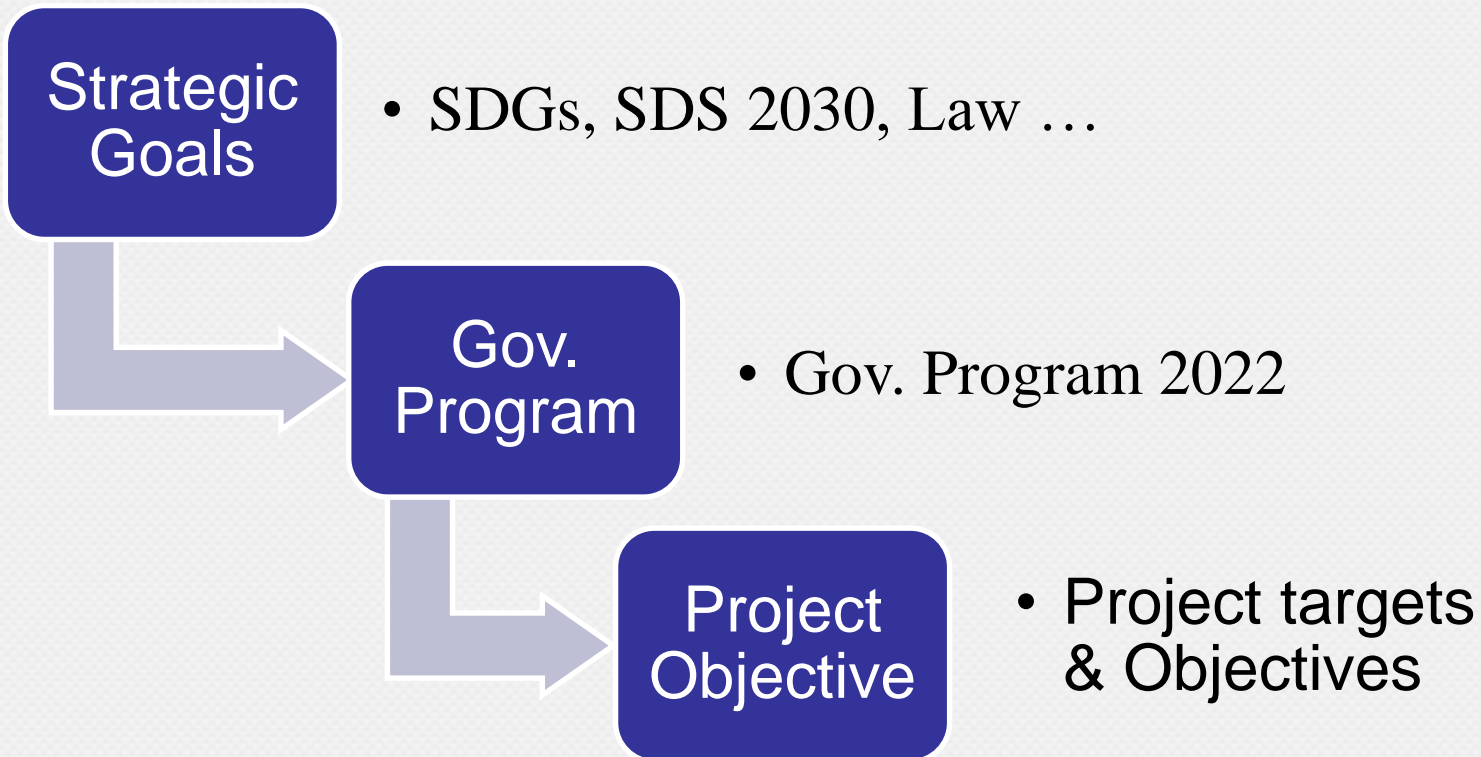
Project Objective

Planning is an essential part of project management.

- ❖ In essence, the plan is a roadmap.**
- ❖ The first step is to define the project objective.**
- ❖ The objective must be clear, attainable, specific, and measurable.**
- ❖ The objective is usually defined in terms of scope, schedule and cost.**

Formulation

Projects Mapping



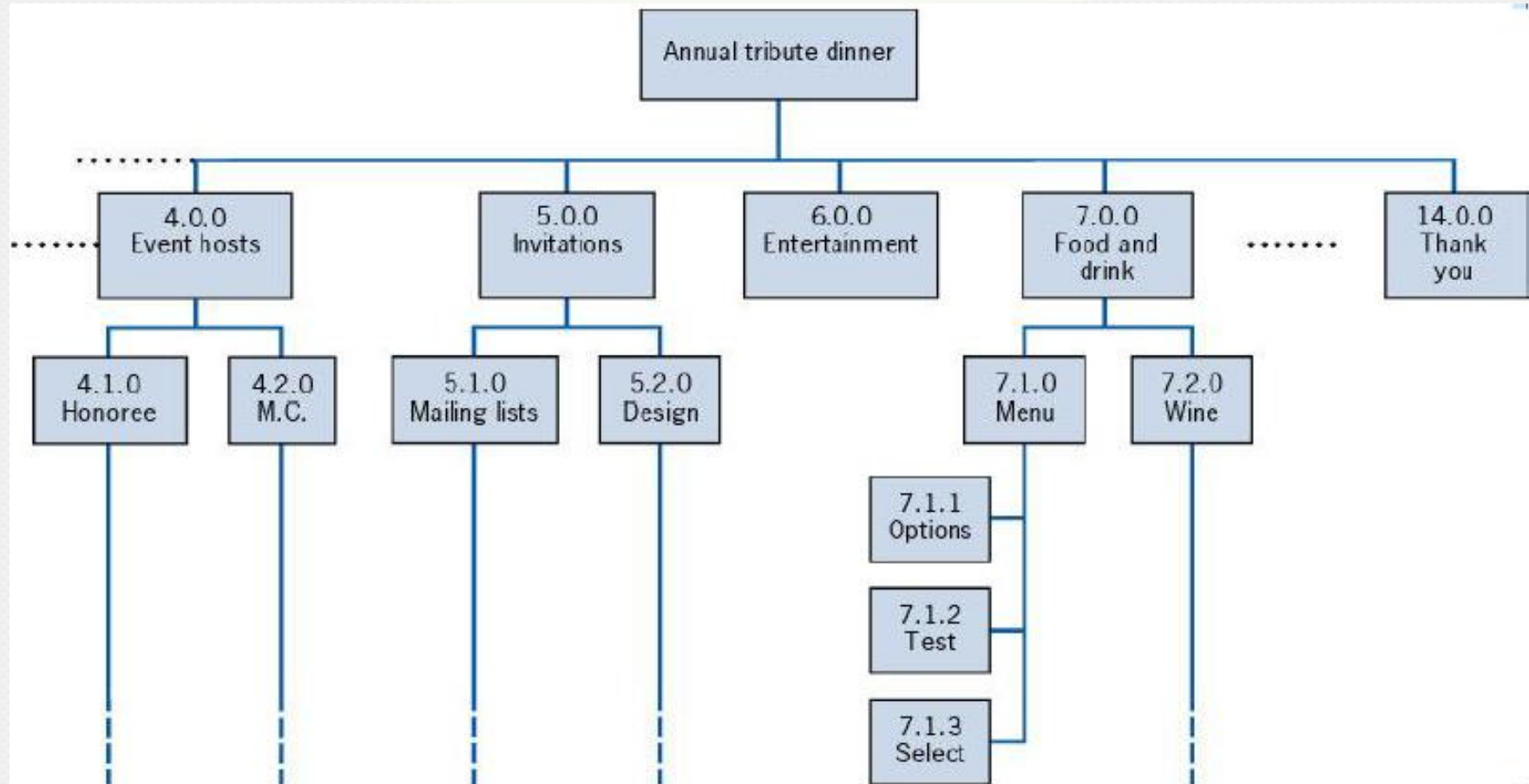
Formulation

Stakeholders Analysis

High	Keep Satisfied	Manage Closely
Power/ Impact	Monitor (Minimal Effort)	Keep Informed
LOW	LOW	High
	Interest/Concern	

Formulation

Work Breakdown Structure



Formulation

Responsibility Matrix

WBS		Responsibility					
		Project office				Field operator	
Subproject	Task	Project manager	Contract administrator	Project engineer	Industrial engineer	Field manager	
Determine need	A1	○		●	▲		
	A2	■	○	▲	●		
Solicit quotations	B1	○	■	▲		●	
Write appropriate request	C1	■	▲	○	●		
	C2		●	○	▲		
	C3	●	■	▲		■	
.	.						
.	.						
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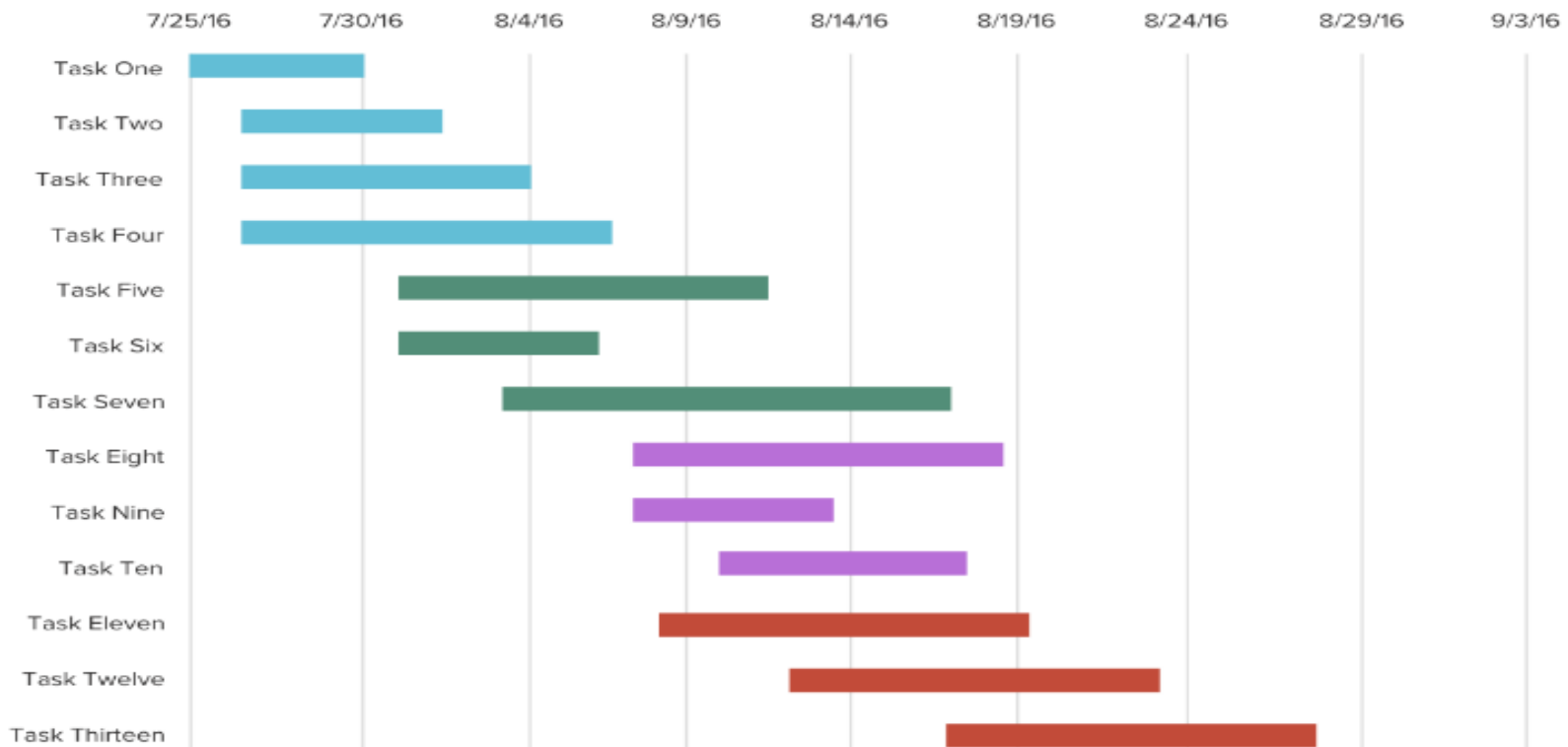
Legend:

- ▲ Responsible
- Support
- Notification
- Approval

Formulation

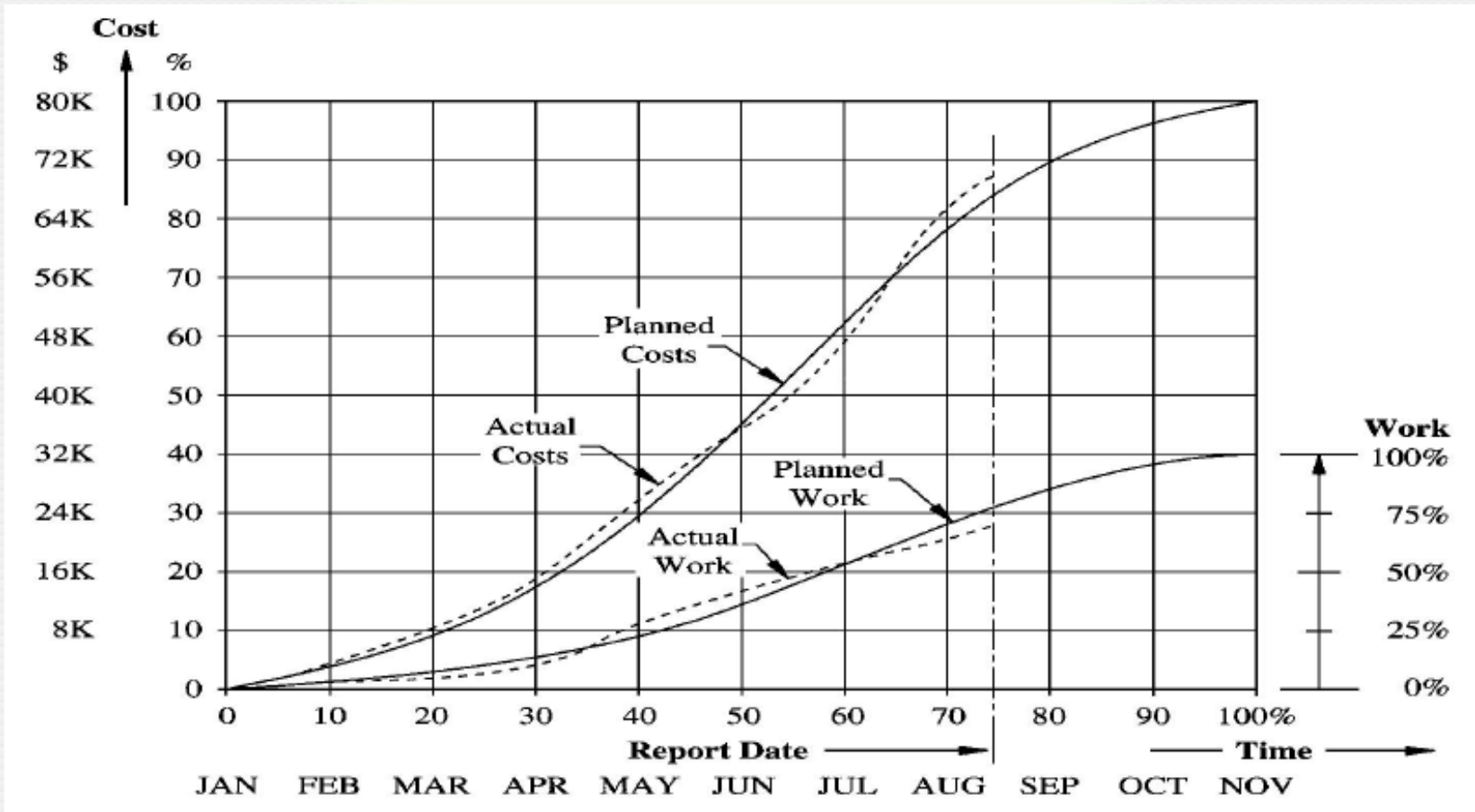
Project Scheduling

Excel Gantt Chart Template



Formulation

Earned Value Chart





THANK YOU

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Egyptian Ministry of Environment***