A Tool To Help Meetings, Visioning and Project Planning.

This technique is adapted from work undertaken many years ago by Coverdale Consultants. There are two uses:

1. It can be used as a simple tool for making meetings more focused.
2. It can also be used for more complex tasks such as projects and visioning.

Key elements:
- Aim
- Information
- What has to be done (WHTBD)
- Resources
- Plan
- Do it and review it

Aim

Purpose – what is it you are trying to achieve?
End Product – what will it look like, feel like, taste like, smell like etc.?
Success Criteria – How will you know you have got there?

Information

What is known?
What is needed?

WHTBD (what has to be done?)

A list of all the things that have to be done. Brainstormed and in a random, unstructured order.

Resources

What do resources do we have and what do we need (includes people, time, money and equipment)

Plan

Take the WHTBD and build it into a plan.

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Ask questions - When by, who, where, what, how?
Critical path analysis – what leads to what, what might take longest or cause delay?

Do It and Review It

What worked well and why?
What worked less well or didn't work and why?
What do we need to do differently?
How do we amend or adjust our plan?

Need help?

You can contact at us and arrange a call at: sedg@tsdg.co.uk