



Planning grid

<p>Information known <i>What we have already, e.g.</i></p> <ul style="list-style-type: none"> • Experience • Skills • Budget • Time • Etc 	<p>Information needed <i>What do we have to find out or get? e.g.</i></p> <ul style="list-style-type: none"> • Ideas • Options • Resources • Risks • Trial runs • Etc
<p>What has to be done? <i>What are the phases or subtasks that need to be undertaken?</i></p> <ul style="list-style-type: none"> • Identify all the subtasks or major chunks of activity. • In no particular order. 	<p>Plan <i>Who will undertake each task, when and how?</i></p> <ul style="list-style-type: none"> • The detailed way that the sub-tasks will be completed. • In the most appropriate order – by whom and by when.