

ASSESSMENT: How are we planning?

Preparing for the future allows organizations to consider the impact they would like the company to have and to find a way to get there. If you don't know where you are going, you can't get there!

This simple post-up tool can spark powerful insights by highlighting your current state so you can build upon planning strengths and address challenges and opportunities.



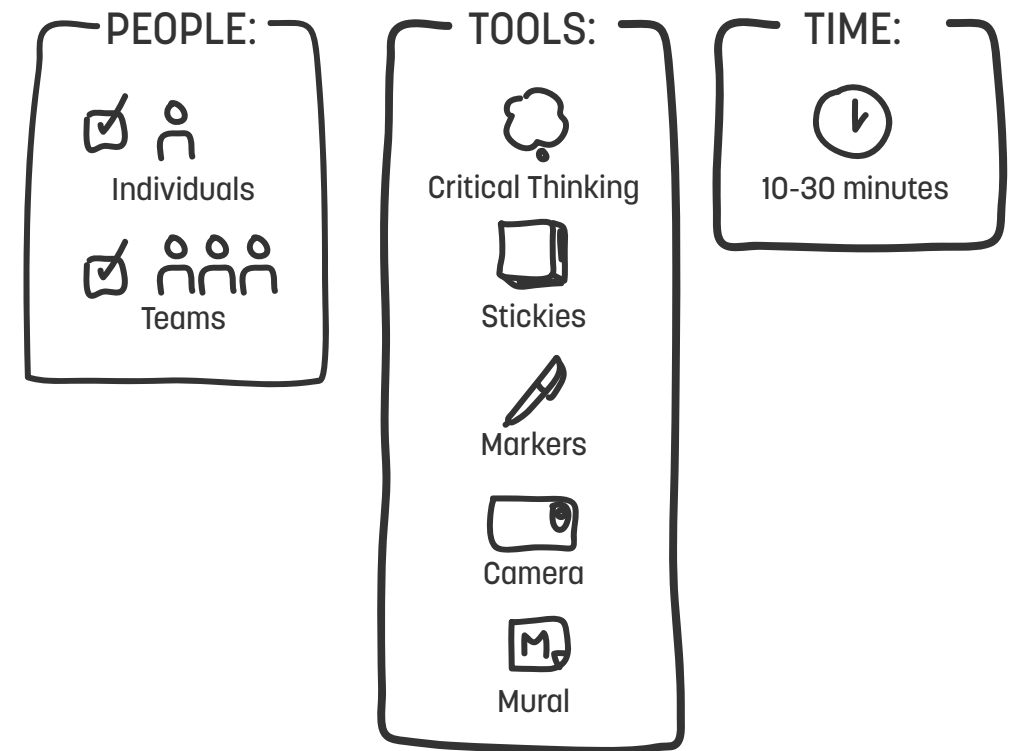
USING IN-PERSON REALTIME OR ASYNCHRONOUSLY:

1. Print page 2 as a poster and hang on a wall or recreate on a whiteboard:
 - Provide sticky notes and markers
 - Get prepared by holding a conversation with your collaborators about your target audience - whether you are assessing planning for individuals, within teams, or across the enterprise. Answers can vary significantly depending on your choice.
 - Generate as many ideas as possible for each major section on the canvas (How, What, Why - Business, Why - Personal, Where, and When). You can start anywhere.
2. Consider your findings
 - When finished, discuss and share. What do you do well? Where are your challenges? What might you start to make improvements?
3. Document and distribute
 - Take photos of the whiteboard/stickies or create a PDF of the MURAL page. Share with the participants and stakeholders.



USING VIRTUALLY REALTIME OR ASYNCHRONOUSLY:

1. Access the Mural template: <http://bit.ly/workforward-hawp-mural>
2. Invite your collaborators
3. Distribute when complete



WILL LOOK LIKE:



How are we planning?



HOW

What processes, systems and structures impact how you plan?
How does culture influence planning?



WHY (BUSINESS)

What is the role of planning in your organization?
What purpose does it serve? How valuable is planning?
Is it measured?



WHERE

Where does planning take place? In conference rooms with people present? Remotely via tele-presence? Informally, through conversation?



WHAT

What resources do you have to plan? What technologies, support, or expertise do you have to plan?



WHY (PERSONAL)

How do you plan?
How do your colleagues plan?



WHEN

Is planning scheduled formally? Is it asynchronous with little or no immediate feedback or response? Is planning limited to working hours?