## Tool 4: Process planning tool

<table>
<thead>
<tr>
<th>Phase</th>
<th>Phase 1: Getting organised and initial set-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-phases</td>
<td>Sub-phase 1.3: Establish CDS process</td>
</tr>
<tr>
<td>Name of tool</td>
<td>Process management diagram</td>
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<td>Objectives</td>
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</table>
- Illustrate the main stages of the planning process  
- Highlight the varying levels of effort required |
| Under which circumstances to use the tool | Use the tool:  
- To stimulate thinking about process management and effort  
- To communicate concerning process management |
| Main actor(s) responsible | Planning team |
| Target / beneficiary |  
- Planning team  
- Stakeholders involved in the planning teams |
| Description of tool | The process diagram is a simple tool to help visualise the varying efforts involved in plan preparation and the key points of participation. It is a stylized diagram and thus remains relatively simple and is useful for communication. See the diagram and its explanation  
Step 1: Use the figure from this toolkit.  
Step 2: Customise the diagram to fit the strategic process being planned.  
Step 3: Use it as an input to discussions on the planning process focussing on the level of activity involved and its link to preparation for discussions and preparation for decision making. |
| Time needed for the use of the tool | This activity should take a few hours |
| Advantages and disadvantages of this tool | Advantages (+)  
- The tool is relatively simple,  
- The tool makes clear the process visually  
- The tool focusses on levels of effort at different stages and helps in thinking through the resources needed and the time implications. |
|  | Disadvantages (-)  
- Although relatively simple, some participants may not be used to working with or understanding abstract diagrams |
### Related tools

This links to Tool 22 Gantt chart and Tool 23 Swim lanes

### References and further resources

Generally accessible materials