

Tool 4: Process planning tool

Phase	Phase 1: Getting organised and initial set-up
Sub-phases	Sub-phase 1.3: Establish CDS process
Name of tool	Process management diagram
Objectives	<ul style="list-style-type: none"> ▪ Illustrate the main stages of the planning process ▪ Highlight the varying levels of effort required
Under which circumstances to use the tool	<p>Use the tool:</p> <ul style="list-style-type: none"> ✓ To stimulate thinking about process management and effort ✓ To communicate concerning process management
Main actor(s) responsible	Planning team
Target / beneficiary	<ul style="list-style-type: none"> ▪ Planning team ▪ Stakeholders involved in the planning teams
Description of tool	<p>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</p> <p><u>Step 1</u>: Use the figure from this toolkit.</p> <p><u>Step 2</u>: Customise the diagram to fit the strategic process being planned.</p> <p><u>Step 3</u>: 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.</p>
Time needed for the use of the tool	This activity should take a few hours
Advantages and disadvantages of this tool	<p>Advantages (+)</p> <ul style="list-style-type: none"> + 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. <p>Disadvantages (-)</p> <ul style="list-style-type: none"> - Although relatively simple, some participants may not be used to working with or understanding abstract diagrams

| CDS Toolkit “version 2.0”

Related tools	This links to Tool 22 Gantt chart and Tool 23 Swim lanes
References and further resources	<u>Generally accessible materials</u> UN-Habitat (2005) Promoting local economic development through strategic planning : volume 2 : manual , Nairobi, United Nations Human Settlements Programme (UN-Habitat).