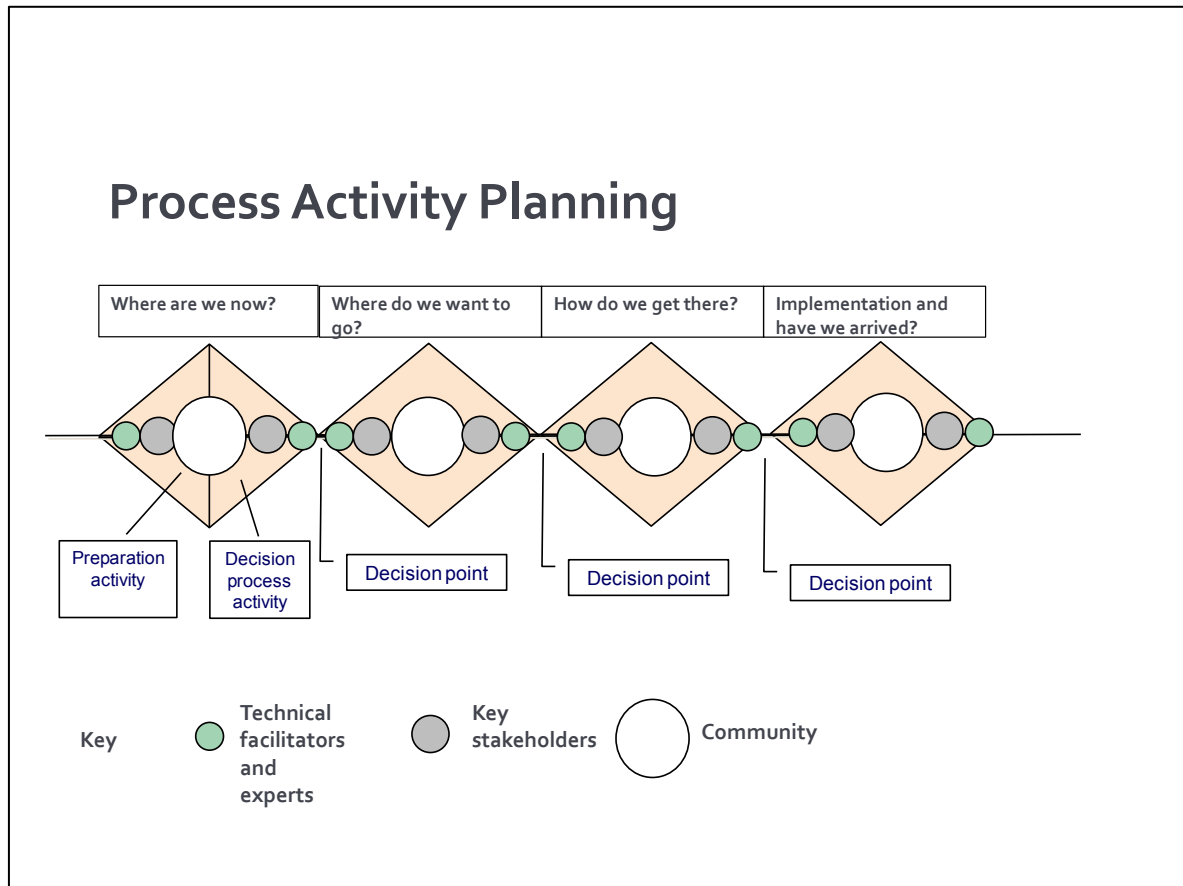


## Tool 4: Worksheet

### Diagrammes and tools

Figure 1: Process activity planning



The diagram is used to help in visualising the timing of efforts in the process.

The figure is adapted from two sources<sup>1</sup>. The horizontal line represents the planning and decision making process. The width of the diamonds represents the effort involved within phases. The left side of each diamond represents the effort going into preparation, for example gathering and analysing information and preparing for participative meetings. The right side of each diamond represents the effort required in taking the results of participative sessions, technical review, further analysis, working group and preparing for decision making. The points between the diamonds are the main decision points.

<sup>1</sup> UN-Habitat 2005. Promoting local economic development through strategic planning, Nairobi United Nations Human Settlements Programme (UN-Habitat), volume 2 page 49 This figure emphasized the role of stakeholders. The second source was a presentation by Rob van Gameren on planning experience in Poptahof, Netherlands where there was an active process management.