



PLANNING COMPETENCIES

Description: the ability to plan your own work or plan a wider project, so it takes account of the time, effort and resources required to complete these tasks on a production. The ability to be flexible with planning also enables good problem solving. Time management and prioritization are key aspects of good planning which improves with experience in the job.

Main task	Be able to	Understand
Plan your own day-to-day work effectively	<ol style="list-style-type: none"> 1. manage your own time and work so it has a positive effect on others involved, such as using regular to-do lists 2. ensure your work is delivered on time and meets what's required 3. remain flexible, adaptable, and positive to all the requirements of your role 4. seek help or advice when limitations in your knowledge or expertise might impact on schedule, budget, or quality 	<ol style="list-style-type: none"> 1. the production/project workflow and how yours and others' roles fit into it 2. how your role and responsibilities may need to change to handle the different requirements of different pieces of work 3. the priorities between different tasks, to allow you to plan your work 4. how to respond positively to change 5. how to make decisions even when very little information is available
Plan work effectively when working with colleagues, partners, and suppliers	<ol style="list-style-type: none"> 1. manage other people's expectations about what you can/can't do 2. meet deadlines and fulfil agreements keeping to schedule and required quality 3. inform others promptly of any difficulties with carrying out your agreed actions or meeting commitments 4. identify when changes will have an adverse effect on budget, timescales or other parts of the work and communicate this appropriately 5. work with others to identify alternative solutions to deal with changes in requirements or available resources 6. make informed decisions, considering how these will impact on others inside and outside your team 	<ol style="list-style-type: none"> 1. the different departments in the production or project you are working for and their roles and responsibilities in achieving the overall aims 2. the hierarchies and dynamics of any teams that you are part of 3. relevant people in your own department, other departments, suppliers or partners and their work roles, responsibilities and the breadth of their skills 4. how planning, decision making processes and relationships work between the different teams on the production or project, and with other organisations 5. the importance of considering the needs of other teams and organisations in your own thinking and planning
Advanced: plan and manage specific projects	<ol style="list-style-type: none"> 1. identify what kind of approach and quality is expected for the production or project and what requirements are to achieve this 2. identify what available budgets, timescales, and resources are for the project 3. find out all key information needed for the project and clarify any ambiguities 4. make realistic estimates of equipment, materials and people required to meet the creative and technical demands of the production or project 5. identify key milestones and plan how they will be achieved 6. make sure people are hired with the appropriate skills to carry out the work 	<ol style="list-style-type: none"> 1. general understanding of the size of the production or project 2. how to find out and record key information and requirements of the project 3. the best ways to check the quality of the work done on the production or project 4. roles and responsibilities of the people involved and who the decision makers are 5. how a workflow can help people understand interdependencies between different activities and improve communication and teamwork 6. the information required by different colleagues and teams at each stage 7. the equipment required and any specific requirements relating to it

	<ol style="list-style-type: none"> 7. give accurate and concise information about plans to the people involved in time for them to influence plans, where appropriate, and take action 8. establish arrangements for effective communication between everyone involved on the production or project 9. use accurate, current, and reliable information to compare progress against plans and schedules 10. monitor activities and progress sufficiently to enable you to identify unexpected changes in plans and communicate these to all relevant people 11. suggest and agree practical solutions when there are significant deviations from schedule and plans 	<ol style="list-style-type: none"> 8. how and when to identify specialist skills, equipment, or materials needed on the production or project, and where to find or hire them 9. how to monitor and check activities and progress, and what information is needed for this 10. how to identify actual and potential deviations from schedules and plans 11. likely contingencies which may arise on productions and how to deal with them 12. common causes of delays and how these may be avoided or accommodated
Advanced: plan work effectively when working with clients or customers	<ol style="list-style-type: none"> 1. manage your clients' or customers' expectations of how relationships will operate, and the work involved 2. make realistic promises, deliver promised actions in the timescale and manner agreed and communicate this to clients or customers 3. anticipate and proactively communicate unavoidable changes in agreements to clients or customers 	<ol style="list-style-type: none"> 1. what can affect client or customer decision-making and lead times including, if relevant, their team or organisational structure and internal processes 2. the risks when planning of over-promising or acting solely for the short term in relationships with others 3. the role of other departments or teams in your production or organisation in managing client or customer relationships 4. how to positively communicate necessary changes to what's agreed and changes to the work or service

Also see: Problem Solving; Communication; Team working; Negotiating