LEARN SOMETHING NEW

Mini-Masterclass

TODAY'S TOPICS

- 12 Week Year
- Quarterly Planning Ideas

The 12 Week Year

- https://12weekyear.com/
- Brian Moran's book and course

1. **Set vision** — Set a longer-term vision e.g. implement PMO standards

2. **Set goals** — Set goals for the next 12 weeks that get you closer to the vision e.g. roll out project initiation process

3. **Define actions** — Make action list to deliver those goals in the time-frame e.g. Create user guide, write intranet page, set up initiation template in software. Say which week you start/finish the work

Quarterly Planning

- A way of planning work when you don't have firm timescales, so the work is spread out
- Helps you see where teams could be busy or where there is too much going on for the team/department/business
- Most valuable for team/department/BAU planning or portfolio roadmaps
- A version of sticky-note planning – on projects, creates a high-level roadmap

Example

			Owner	Q1				Q2				Q3				Q4			
Relocation Project	#1	Relocate Head Office	BC	Planning	Move to new site														
	#2	Relocate IT Office	DE					Planning	Move to new site										
	#3	Relocate small animals	FG					Planning	Move cats	Move dogs	Move amphibians								
	#4	Relocate large animals	HI								Planning	Move goats	Move other large animals						
	#5	Relocate warehouse and stock	JK	Planning	Acquire new building	Equip new building	Move to new warehouse	All suppliers updated											
	#6	Close down old buildings	LM					Planning	Close down old Head Office			Close down old IT office				Close down small animal building	Close down large animal building	Close out old warehouse	

Tracking

- Create a simple project report to track each workstream
- Agree how to collate and gather status updates
- Agree who needs to see the status updates
- Hold people accountable