

Where the magic
happens



RESOURCE AND PROJECT PLANNING

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Contents

- 1 Understand how to plan resource needs with the team to meet team and project objectives.**

- 2 Understand the need for change to resource requirements.**

- 3 Be able to monitor, record & control resources within the work area.**



Managers and Resources

“Managers are responsible for the process of planning, organising, leading and controlling the efforts of organisational resources to achieve stated organisational goals”

(Mescon, Albert and Khedouri (1985))

All resources have a cost attached

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- What is the difference between a physical and a financial resource?
- What is the difference between tangible and intangible resources?
- What resources are you responsible for?



What are resources?

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“Anything that is available to an organisation to help achieve its purpose”

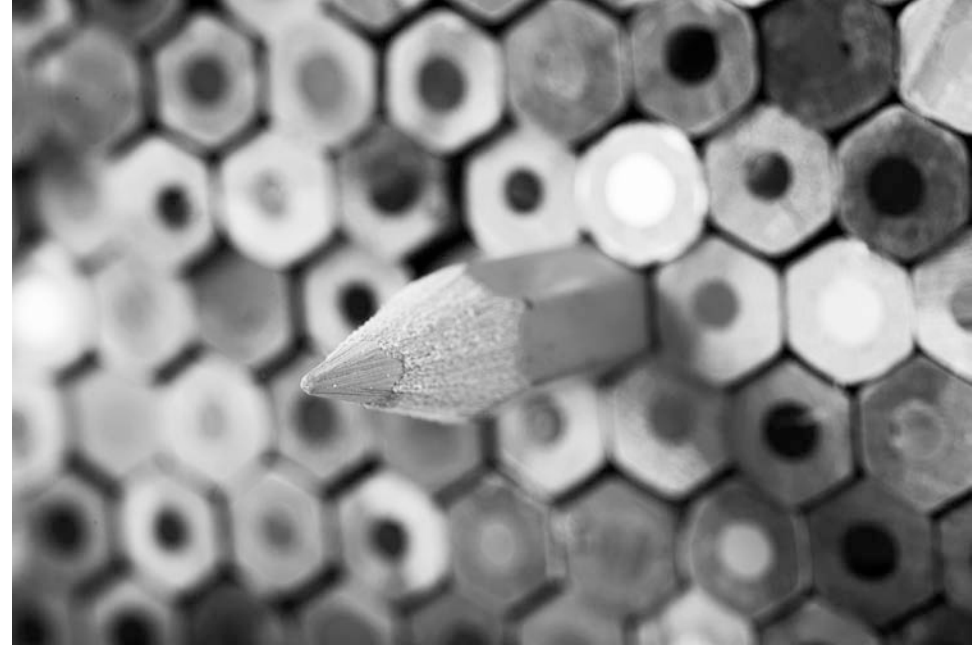
CMI ManagementDirect

Resources are ...

Consider

Tangible - physical assets such as land, buildings, vehicles, equipment, raw materials, financial, IT, etc

Intangible - no physical presence such as knowledge, skills, IPR, reputation, brand, good will, etc



Types of resources

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Efficient & effective deployment of an organisation's resources in order to achieve project & team aims & objectives

For instance -

“Pay the right people the right amount at the right time.”



Resource Management

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The Transformation Process

Inputs (Resources)

Milk, cream, sugar, people, equipment, packaging, cleaning materials, vehicles, building, IT, utilities, etc



Processes

Making ice cream, packaging, cleaning, delivery, supply, quality, HSE, etc



Outputs

Satisfied customers eating ice-cream





Use resources to achieve objectives effectively & efficiently

1. Managing resources for a building project?
 2. Delivering services to a new customer?
 3. Planning an office move within the same building ?
 4. Relocating the business several miles?
 5. Managing your team?
- What part do you play in planning, bidding for and managing those resources?



Efficient & Effective?

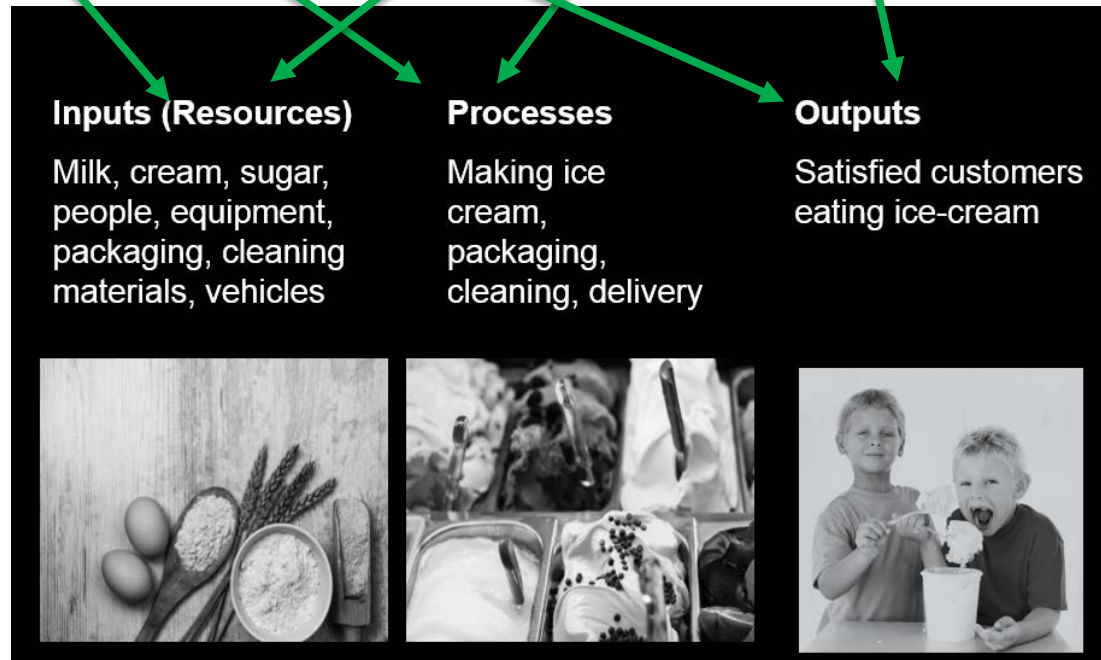
Efficiency - how much it costs an organisation to produce goods and services with resources used.

Effectiveness - quality of the goods and services produced with the resources used.

- more goods and services - more efficient;
- better goods and services - more effective;
- more and better goods and services - more efficient & more effective.

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So where can we achieve efficiency and effectiveness?





Reflect and
consider in your
organisation ...

- Who manages these resources & how are they allocated and managed?
- Which do you / your team use?
- Which do you / your team manage & how?

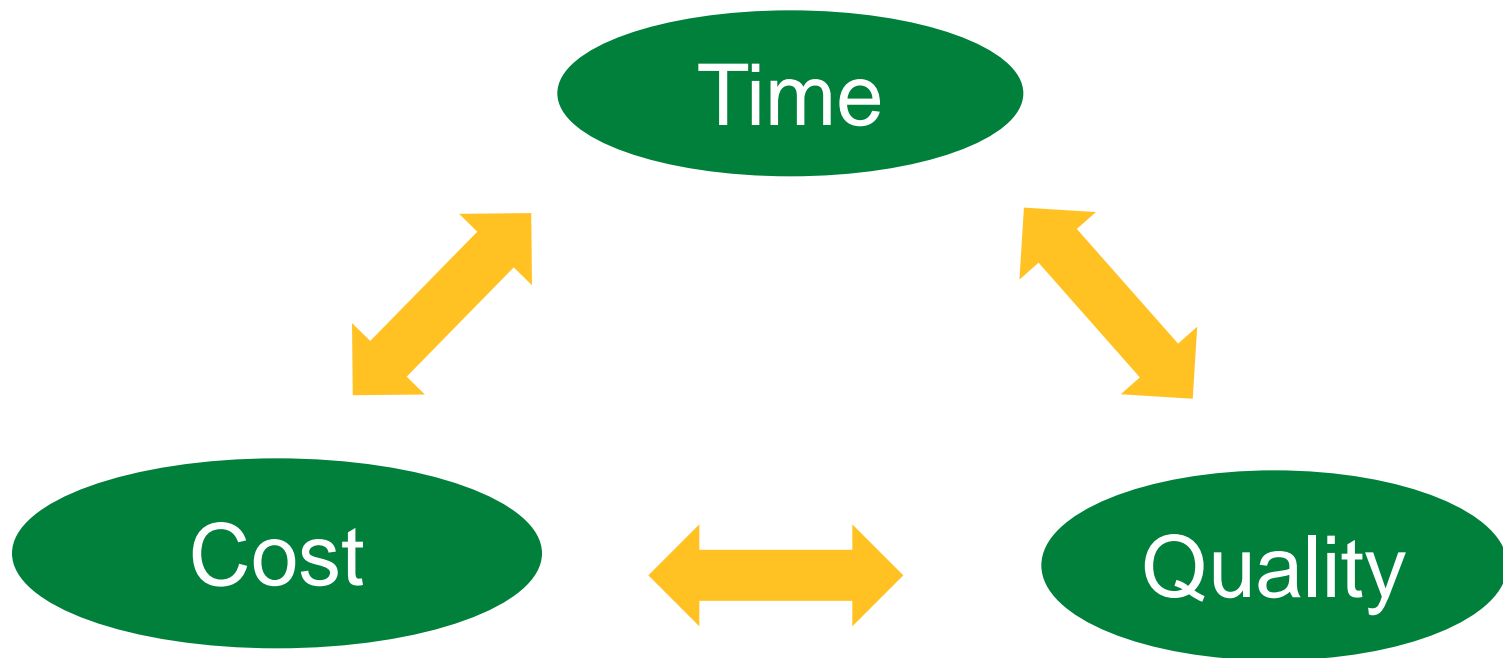
Managers Role:

Be aware of the resources your team are using and plan, manage & monitor them
and

Look out for ways to use them better, to produce more or better goods and services, or use fewer resources.



The Project Triangle

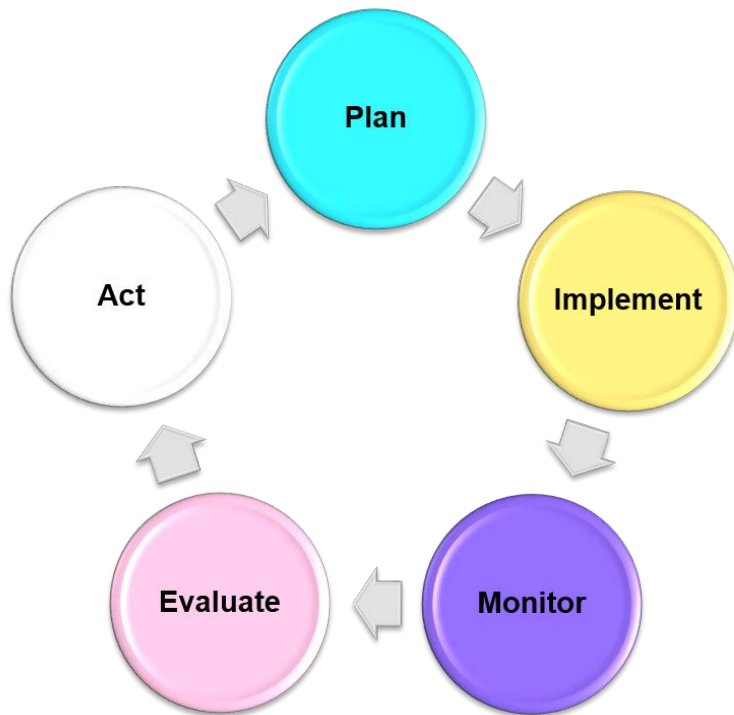


- Ensure have enough resources but not too much (waste)
- Ensure people are assigned tasks that keeps them productive but not overworked (stress)
- Ensure organisational / team objectives are being fulfilled (SMART)
- Keeping people informed what resources are available and when

Creating a Resource Plan



PIMEA - The Planning Cycle for Resources



Plan

What resources do we need – time v cost v quality

Implement

Right thing, right place, right time

Monitor

Measure & evaluate usage, stock, quality, etc
What went well?
What can we learn?

Evaluate

What can we do differently?

Act

Change if necessary

Possible headings of your resource plan



- Resources req (items)
- Resources you already have or are shared?
- How much / How many?
- How to access resources (when, where, who?)
- Lead time for supply?
- Where are they needed?
- Who needs them?
- Ad hoc, planned, bid?
- Management control of issue, stock, reordering
- When do you need them?
- People (right people, skills, place, time)

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Whole life management

- Requisition
- Procurement
- Purchasing
- Storage
- Security
- Maintenance
- Disposal



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- Not enough at the right time
- Enough available but at the wrong time
- Poor quality
- Wrong type
- Available but not under your control
- Not accessible – wrong place
- No accountability/management
- Wasted due to lack of involvement in purchase or allocation



Resource
problems to look
out for & manage

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How can we monitor resources

- Inventories
 - Stock sheets
 - Time sheets
 - Mileage records
 - Leave records
 - Budgets
 - Sales records
-
- Accurate
 - Relevant
 - Appropriate
 - Up to date
 - Secure
 - Comply with regulations

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Social
Technical
Economic
Environmental
Political
Legal
Ethical

(Ian Favell 2004)



Factors that impact
on resources

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STEEPLE

Socio-cultural

- Population demographics
- Income distribution
- Social mobility
- Life style changes
- Attitudes to work and leisure
- Consumerism
- Levels of education

Environmental

- Environmental protection culture
- Nature of environmental resources
- Environmental stakeholders
- Environmental legislation

Ethical

- Reputation
- Honesty
- Values
- Moral Issues
- Corporate Social Responsibility

Technological

- Government spending on research
- Government and Industry focus of technological effort
- New discoveries/development
- Speed of technology transfer
- Rates of obsolescence

Political


- Taxation Policy
- Foreign Trade Regulations
- Government stability
- Party structure
- Election schedule

Economic

- Business cycles
- Interest rates
- Money Supply
- Inflation
- Unemployment
- Disposable Income
- Energy availability and cost

Legal

- Competition legislation
- Environmental protection laws
- Taxation law
- Employment law
- H&S Law
- Legal controls & legislation



What external influences might affect resource planning in your organisation?




REFLECTION ON STEEPLE



SO WHAT?

- How might these factors impact on your resource planning?
- How might that in turn impact on your team objectives?
- How will you need to adjust your plan?

- 
- Make sure the resources you have are contributing to a positive IMPACT in the workplace.
 - How will you recognise impact?
 - How can you measure it?
 - Contingencies?



“How can you be more efficient and effective...”

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You have a lot on your shoulders ..

- Economic forces and change
- Social and political change
- Organisational change
- Changes in markets, services and products
- New systems and technology

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- Understand how to plan resource needs with the team to meet team and project objectives.
- Understand the need for change to resource requirements.
- Be able to monitor, record & control resources within the work area.



Learning Outcomes

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**QUESTIONS
COMMENTS
QUERIES
FEEDBACK**

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