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# Program Planning

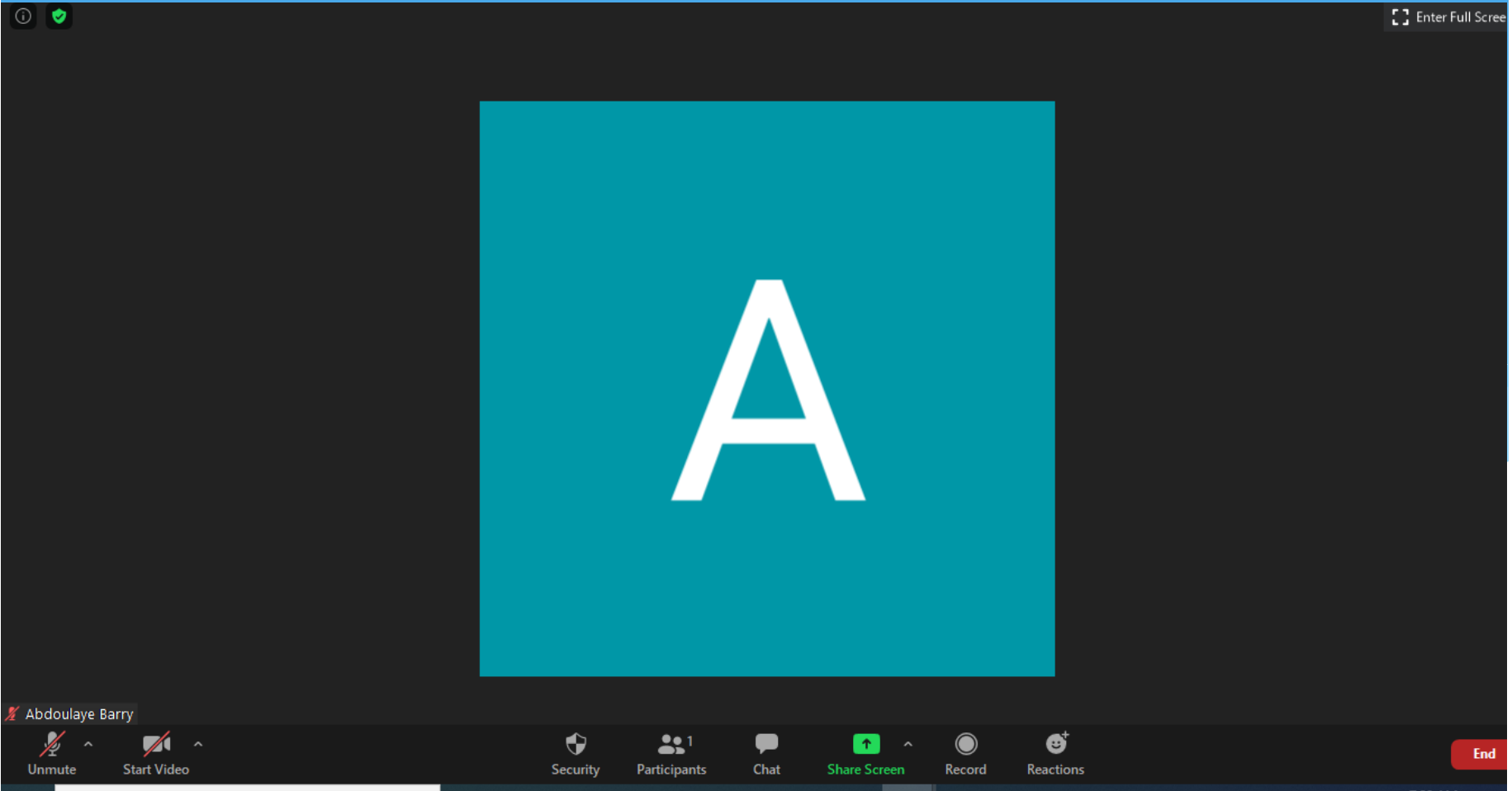
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Abdoulaye Barry  
Program Lead @ A4hc

# SUMMARY

- I. Introduction of Program Planning
- II. Why Program Planning?
- III. How to do Program Planning?
- IV. Tools for Program Planning
- V. Conclusion
- VI. Q&A

# Overview of Zoom



# I. Introduction of Program Planning

(What to do Before Program Planning?)

- \* Must examine the vision, mission, and goals that guide the organization.

# I. Introduction of Program Planning (Definition)

- \* What is “**Program or Programme**”? Is a statement of situation, objectives, problems and solutions. (*Kelsey and Hearne, 1949*)
- \* What is “**Planning**”? is designing a course of action to achieve ends.

# I. Introduction of Program Planning

## (Definition)

- \* **Program planning**: is a procedure of working with people to recognize unsatisfactory situations or problems and to determine possible solutions or objectives and goals.  
(*e-Courses International*)

# I. Introduction of Program Planning (Definition)

- \* What is “**Goal**”? is a broad statement of what you wish to accomplish.
  - Goals are: big and broad - even visionary, general intentions, intangible, and abstract
  - Ex: Reduce opioid consumption among homeless people in Edmonton.
- \* What is “**Objective**”? represents a step toward accomplishing a goal.
  - Many objectives for 1 goal
  - S.M.A.R.T
  - Ex: By 2021, assist 5 Highly skilled immigrants of XYZ Community in the CoE get jobs in their field.

# II. Why Program Planning?

(Organization's Perspective)

1. Form Organizational Goals: to **strive** for better **performance**
2. Avoid the Use of Resources: to make **effective decisions** about how to **allocate the resources**
3. Manage Risk and Uncertainty: to **envision** possible **risk factors** and **develop contingency plans** to deal with them
4. Build Team and Cooperation: to help the team to **work toward the success** of the organization **as a whole** so to **take pride in their contributions**
5. Identify Competitive Advantages: to get a **view** of the **current strengths** and **weaknesses** relative to **major competitors**.



# II. Why Program Planning?

## (Business' Perspective)

1. Fix Goals: to consider the **impact** the company want **to have** and to find a **way to get there**
2. Cope Time Efficiently: to determine which **responsibilities** are most important to the **bottom line**, so to **allocate proper time** for their completion
3. Assign Resources: to choose **assignments** for employees to **meet the objectives of the business**
4. Prepare for Uncertainty: to **handle** possible **future scenarios** to prepare the company for any **situation** with a **list of resources**.
5. Grow Existing Business: to **map-out areas** into which the business could successfully **expand**.

# II. Why Program Planning?

(Comparison of Concepts for Organization Vs Business)

## Organization's Perspective

1. Form Organizational Goals
2. Avoid the Use of Resources
3. Manage Risk and Uncertainty
4. Build Team and Cooperation
5. Identify Competitive Advantages

## Business' Perspective

1. Fix Goals
2. Cope Time Efficiently
3. Prepare for Uncertainty
4. Assign Resources
5. Grow Existing Business

# III. How to do Program Planning?



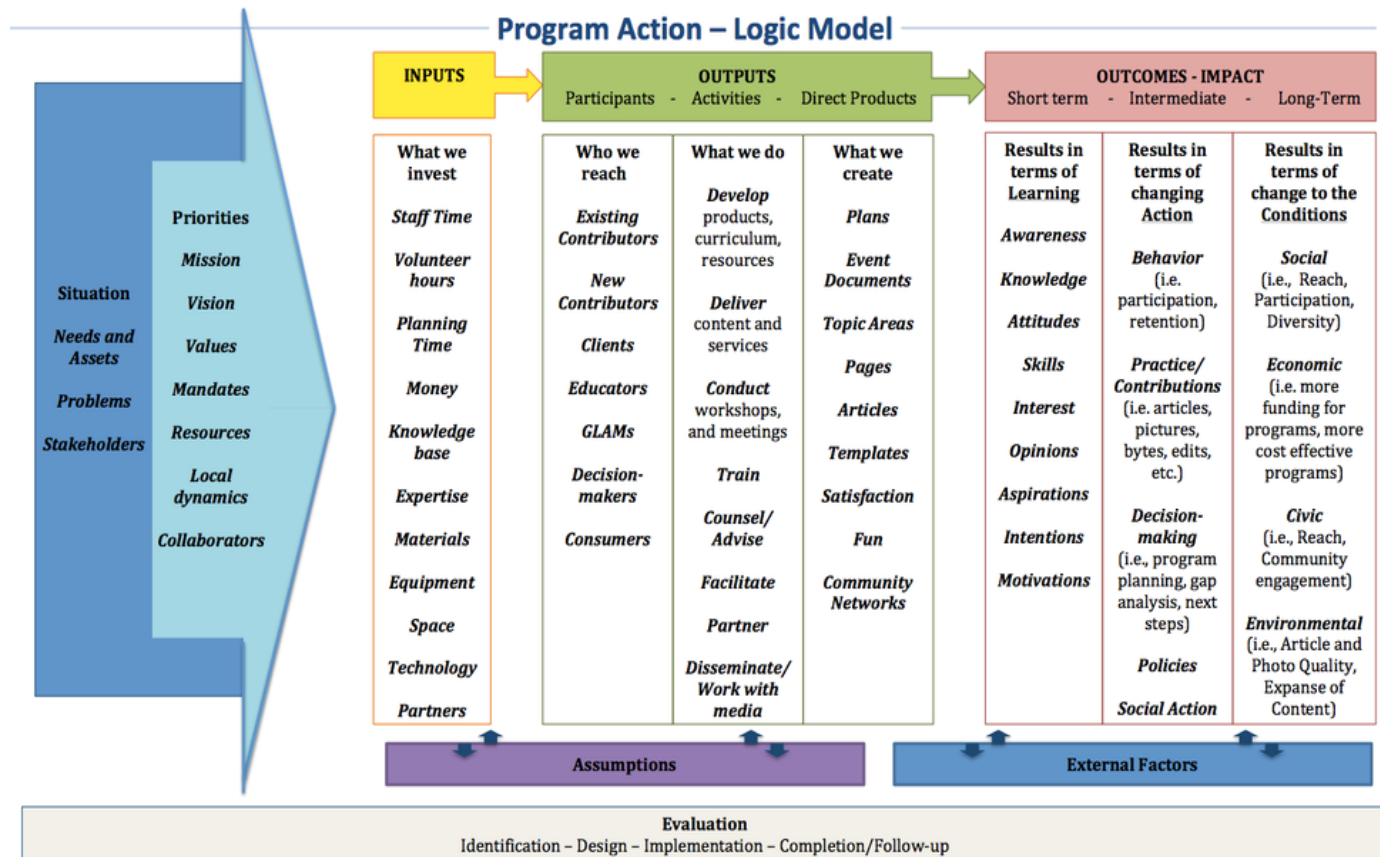
# IV. Tools for Program Planning

There are many tools for program planning. Three (3) are the most popular:

1. Program charter – include the Scope, Assumption, Pre-conditions, Risk Assessors, etc.
2. **Logic Model**
3. **Timeline/Project Schedule**
4. **Budget**
5. MoU (Memorandum of Understanding)
6. Etc.

# IV. Tools for Program Planning (C'tnd)

1. **Logic Model:** helps to know if the program has achieved success. It is an essential step for both the planning and monitoring processes.



# IV. Tools for Program Planning (C'tnd)

## 1. Timeline or Project Schedule

outlines the activities or tasks required, the expected outcomes, the dates of accomplishment, and who is responsible for execution.

Program Goal				
Objectives				
1.1				
1.2				
1.3				
Activities	Months 1-3	Months 4-6	Months 7-9	Months 10-12
	√	√		
		√	√	
		√	√	
		√	√	
			√	√
			√	√

# IV. Tools for Program Planning (C'tnd)

## 1. Timeline or

### Project

### Schedule =

### GANTT CHART

- Excel – Project Planner - Free
- Ms Project
- Asana.

Task Name	Q1 2019			Q2 2019		Q3 2019
	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning	■					
Research		■				
Design			■			
Implementation				■		
Follow up					■	

# IV. Tools for Program Planning (C'tnd)

- Project budget** is used to estimate what the costs of the project will be for every phase of the project.

Tasks	Labor		Materials		Fixed Costs			Budget	Actual	Under(Over)
	Hrs	Rate	Units	\$/Unit	Material	Travel	Other			
Phase or Category Title								\$ 1,100	\$ 1,263	\$ (163)
Task	8	\$12.50					300.00	200.00	400.00	(200.00)
Task			25	\$4.50				400.00	112.50	287.50
Task							250.00	200.00	250.00	(50.00)
Sub Task									-	-
Sub Task									-	-
Sub Task									-	-
Task					500.00			300.00	500.00	(200.00)
Task									-	-
Phase or Category Title								\$ -	\$ -	\$ -
Task									-	-
Task									-	-
Task									-	-
Task									-	-
Task									-	-
Phase or Category Title								\$ -	\$ -	\$ -
Task									-	-
Task									-	-
Task									-	-
Task									-	-
Task									-	-



# V. Conclusion

- Program planning helps organizations:
  - ✓ to get the picture and map out what they intend to achieve and how to achieve their goals
  - ✓ to get organized with a clear timeline, including resources to allocate to the success
  - ✓ and to mitigate risks.
- Program planning uses different tools, the most popular: logic model, timeline of activities, budget, etc.



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THANK YOU



# Questions & Answers