

#3 Work planning

| | | | |
|---------------------------|-----------------------|-------------------|------------------------------|
| Course # | Core 3.0 | Instructor Name: | Jim Beswick |
| Classroom hours | 9 (4 sessions) | Instructor Email: | jim@appliedperformance.ca |
| Independent working hours | 8-24 | Delivery | Classroom/Boardroom & onsite |
| Grading | Letter Grade Standard | Dates | Weeks 19-26 |
| | | Course capacity | 8 max |

Push versus pull planning, waterfall versus kanban systems, executing by 6 weeks look ahead, daily and weekly reviews.

[Why we need it](#)

Plan ahead simply and effectively so less 'surprises' happen, how to facilitate work happening and hold people accountable so life gets easier

[Course Description](#)

This course will introduce the trainee to different work planning, monitoring and execution methodologies. The trainee will identify which methodologies are most suitable to use in various situation, practice using the methodology to facilitate work happening and hold teams accountable before applying it to the work environment.

The course will cover traditional push/waterfall planning and pull/kanban methodologies. The course will then focus on the monitoring and execution phase of planning, using tools such as look ahead planning, weekly and daily reviews as would best reflect trainee's workplace.

[Course Outcomes](#)

Upon completion of this course, the participant will be able to:

- Differentiate between pull and push planning
- Contrast the differences between waterfall, agile and kanban work scheduling
- Explain how planning methods determine workflow and influence productivity
- Evaluate the planning situations needs and identify solutions
- Practice work facilitation and accountability methods
- Demonstrate how planning, look ahead, weekly and daily reviews integrate as a holistic planning system
- Appraise how workplace communications, standard work and workplace organization contribute to work planning
- Identify changes necessary to workplace communications, standard work and workplace organization

Applied Performance – Operations Delivery Model Training Program

Course Delivery

Course delivery will be combination of classroom teaching and simulations, workplace visits and exercises. The course will conclude with a group project, where the trainees will design and implement a work planning method.

The trainee will be graded on their participation in the classroom activities and the group project

Course Modules

This course is organized into following modules

1. Push and planning
2. Waterfall, ERP, Agile, Kanban planning methods (push vs pull)
3. Workflow, planning, productivity and responsibilities
4. Work planning and risk management
5. Work facilitation and accountability methods
6. Work planning design and implementation

Pre-requisites

Courses #1&2 needs to have been completed before this module can be delivered.

Additional recommended materials:

No additional material is recommended for this course

Grading Scheme

A – Excellent. Showing comprehensive understanding of the subject matter and its implementation to workplace

B – Good. Clearly shows comprehension or subject matter and its implementation to workplace

C - Satisfactory. Basic understanding of subject matter and its implementation to workplace

D – Marginal. Poor comprehension of subject matter and its implementation

F – Fail. Did not satisfactorily attend or participate in training