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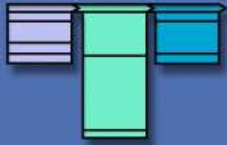
FORESIGHT

# Strategic futures planning Suggestions for success

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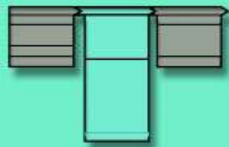
# Strategic Futures Planning

## Suggestions for Success

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# Setting a timetable and a budget

## Suggestions for success

- Produce a full project timetable with a target completion date. This will change, but it is important to fit your approach and process to dates for the development of strategies the project will feed into
- Build in equal amounts of time for scoping, analysis, review and launch. You will add greatest value from your analysis of the information and presentation of that information to the stakeholders, so allow enough time for it. Do not spend too much time deciding what to do and collecting information. Plan in thinking time
- Limit the time and resources you spend on scoping. It is essential to get the scope right, but avoid the temptation to spend too much time deciding where to look. Once you have a reasonable view and the support of the stakeholders, it is best to start, but remain flexible
- Produce a plan which can be used to communicate to stakeholders and management, but also produce more detailed workflow charts to help plan the timing of your work. This will be especially valuable to help reduce and manage workloads at periods of intense activity during the project
- Set aside time to plan and build in reviews after each of the stages, but resist major changes outside of the context of these reviews
- Be willing to stop the project at the end of this phase if there is no clear project or potential area the work can influence

# Analysis



<a href="#">Introduction to futures</a>
<a href="#">Scoping the work</a>
<a href="#">Adding Value</a>
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## Suggestions for success

- Develop a framework into which you can place the information you collect
- Be flexible and willing to change focus as your evidence base grows
- Use existing material where possible
- Commission experts' input
- Note sources of information as you build it into your analysis
- Make sure that you allow time for analysis once you have collected the information
- Create opportunities to explore the material
- Build in a mechanism to weigh and validate the information you collect



## Process

Create a framework, matching the project's objectives and futures approach



Collect information



Analyse the information and use it to answer the project's questions



Validate the information and answers