



## Resource Planning

**Purpose:** To agree on the process, roles and roll-out strategy for resource planning.

**Desired Outcomes:**

*By the end of this meeting, we will have:*

- A list of benefits the associated with resource planning
- A list of how resource planning links with other initiatives
- An agreement on the process & roles for managing resource planning
- An agreement on the roll-out strategy next steps

**Agenda:**

What	How	Who	Time
<b>Start Up:</b> – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making	<ul style="list-style-type: none"> <li>• Discuss</li> <li>• Agree</li> </ul>	•	• 5
Re-evaluate the need for resource planning	<ul style="list-style-type: none"> <li>• Brainstorm benefits</li> <li>• Clarify</li> <li>• Agree</li> </ul>	•	• 5
How resource planning links with other tools / initiatives	<ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Agree</li> </ul>	•	• 5
Process for collecting & managing information	<ul style="list-style-type: none"> <li>• Discuss process</li> <li>• Determine roles and responsibilities</li> <li>• Agree</li> </ul>	•	• 20
Roll Out Strategy	<ul style="list-style-type: none"> <li>• Evaluate stakeholders &amp; their needs</li> <li>• Discuss next steps</li> <li>• Discuss industry best practices</li> </ul>	•	• 20
Meeting Evaluation	<ul style="list-style-type: none"> <li>• Review Desired Outcomes</li> <li>• Determine next meeting date/ time</li> <li>• +’s and –’s of this meeting’s structure</li> </ul>	•	• 5