

Mini-guide to Building a Plan on a Page

Effective communication is important in every change initiative, and one of the best communication tools that we have in our armoury is the simple 'Plan on a Page' a.k.a. the POAP. It is what it says it is, it's a plan that's made to fit on a single page or screen for discussing in a Zoom call or across the desk or over a cup of coffee. Never underestimate its power and value.

Planning is fundamental

Planning - the ability to visualise how to navigate from your project's start to its finish - is such a fundamental ingredient in successful delivery that you may well be planning and replanning throughout the project's lifecycle.

A POAP allows you to easily make the evolving plan central to all your stakeholder and team member discussions.

Free downloads

Weekly PoaP



Two sample **PowerPoint?** files are available for you to freely download, adapt and use.

Monthly PoaP



Simply click on the appropriate icon on the left.

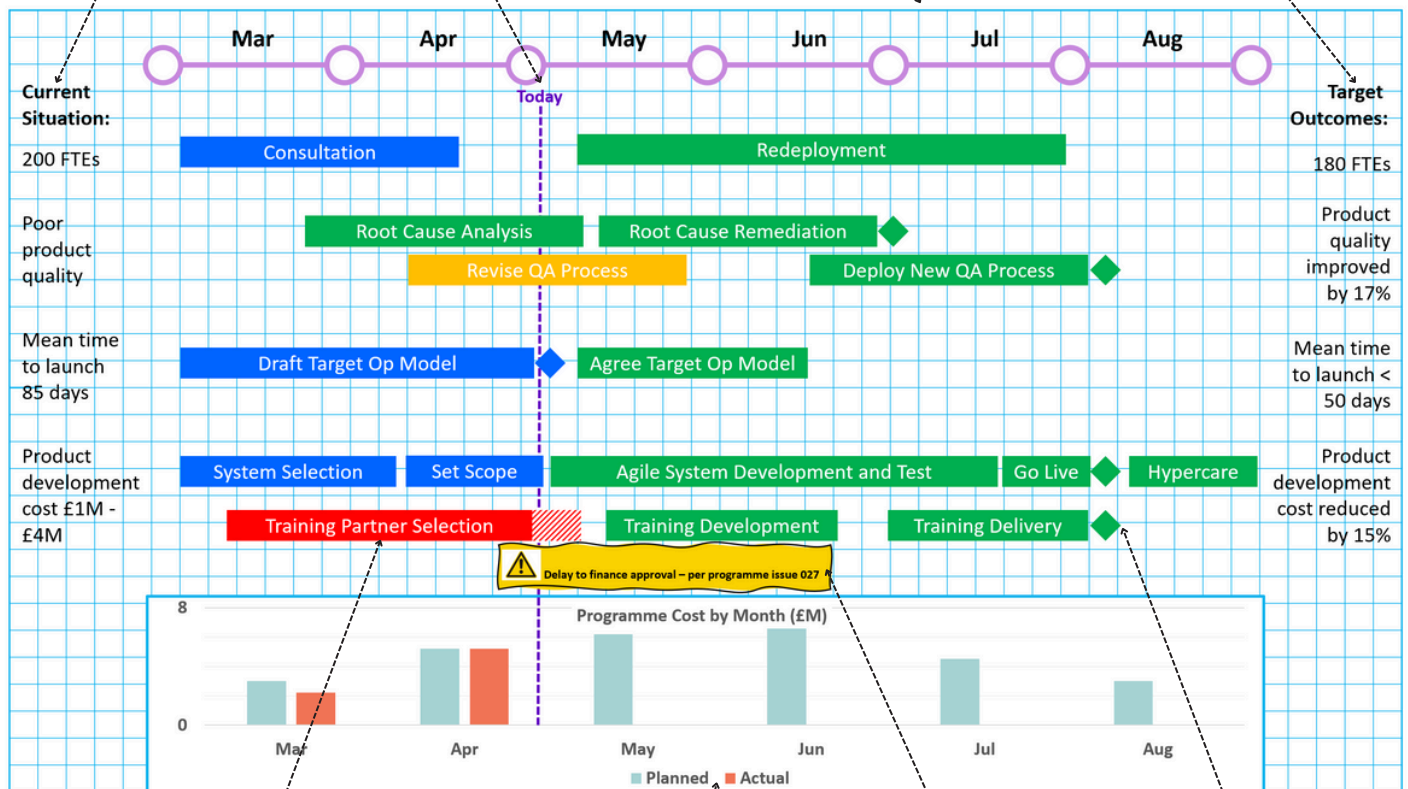
The power of the simple one-pager

Remind people why we're doing this

Denote where we are today - everything before this line should be complete

Ensure it fits on one page, conveying the intended message clearly, simply and concisely

Remind people of the outcomes



Colour the lines to denote status, for example:

- Blue is complete
- Green is on plan
- Amber is at risk
- Red is delayed

Show cost (or resources) plotted over time

Show the key risks or issues

Show the key milestones or checkpoints.

Tremendously useful in many situations

The plan-on-a-page comes in useful in so many project or programme delivery situations, for example:

- Steering group meetings to present a high-level view of progress.
- Inducting new delivery team members to position the change initiative.
- Weekly progress review meetings to hold team members to account for their delivery.
- Communicating alternative plans with different approaches or decisions.
- Investigating significant issues by illustrating the overall impacts on schedules and cost.

Happy planning!