

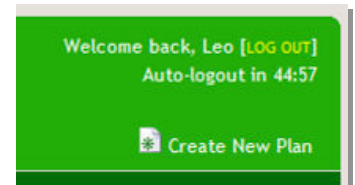


Creating Plans

1. Create Plan

Open the Planning menu and select 'View Plans'. Then select 'Create New Plan'. Give a Title for the plan and a description of the Strategic Aim.

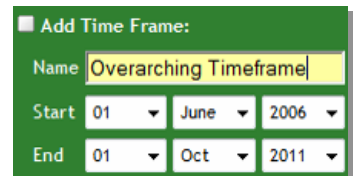
Next >



2. Create Time Frames

Time frames can be used for generating reports from your plan. Simply enter a name and the relevant dates, then click **add**. This stage may be skipped and completed at a later date.

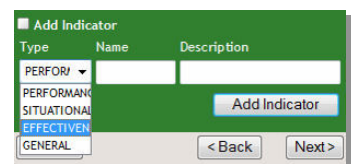
Next >



3. Create Indicators

Select Indicator Type from list. Fill in name and description. This step may also be completed later but must be completed to enable any reports to be generated from the plan.

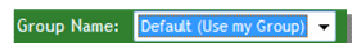
Next >



4. Owner Group

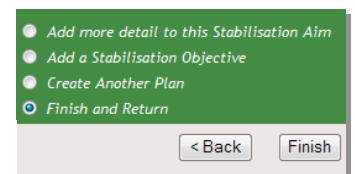
Select a User group from the list. This will default to a group containing only you and can be edited later. To allow others access to the Plan, select the relevant group - you may only select those groups of which you are a member.

Next >



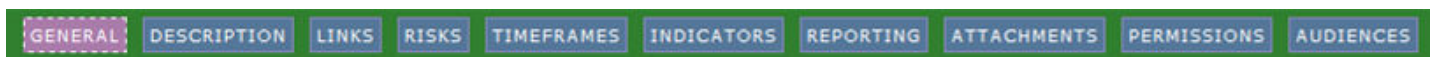
5. Plan Created

Select an option. You can add more detail or objectives to your plan, create a new plan, or finish. The finish and return option will close the Stabilisation Aim Wizard.



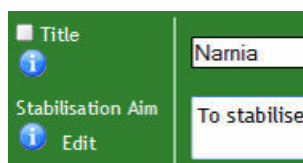
Editing Plan Elements

To edit a plan element go to Planning menu and select 'View Plans'. Choose a plan and then click the Edit button next to the appropriate plan element. Choose a Tab from the buttons across the top of the screen.



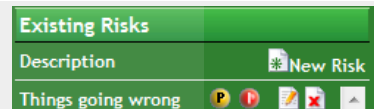
Description

Here you can edit the main plan elements by entering a description and any assumptions. For a Stabilisation Aim you can also provide the Strategic Vision and Strategic Aim for use in reports. When finished press **save changes**.



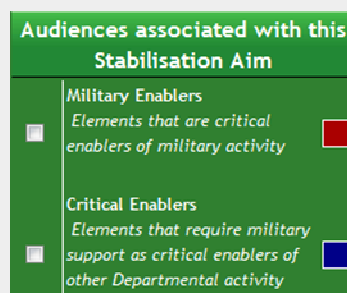
Risk Factors

Enter here possible risks relating to this plan element. You can also define probability, impact, and mitigations. When you have entered a risk, click on **save risk**. Probability, impact, editing and deleting buttons appear alongside all saved risks.



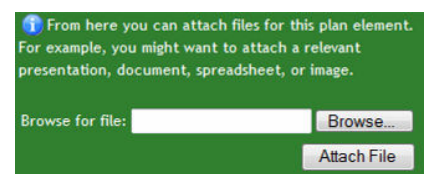
Audiences

The Audiences tab is used to capture the lead agencies for a given plan element. The integrated reports will reflect this by colour-coding the relevant plan elements. Check the box for the audience you require and click **save changes**.



Attachments

You can upload any files relating to your plan here. If the files you're attaching contain only a small amount of data, try pasting the content into the Description tab, so that it's more accessible.





Advanced Options

Terminology

Planning	Resources
Home	
View Plans	
Search Plans	
Methodology	
* Terminology	

The Terminology system allows the correct departmental terminology to be shown across plans. Departmental terminology can be set up for each user, and the definitions for each are shown on the Terminology page.

Concept	Departmental Terminology
HMG Strategic aim in regard to country X	PCRU <i>Stabilisation Aim</i>
1 To enable country x to prevent its territory from being used by international terrorists and to implement a poverty reduction strategy	DFID Goal
	S/CRS Overarching Mission Goal
	MoD Strategic Objective
	FCO Strategic Aim
Strategic-level objectives that must be achieved to ensure the aim is reached	PCRU <i>Stabilisation Objective</i>
	DFID Purpose
	S/CRS Major Mission Element
	MoD Interim Objective/Line of Effect
	FCO Strategic Objective

User Details	Preferences
Preferences	Departmental Terminology: PCRU
Password	Office / Sub-Department: PCRU
	Role in Organisation: S/CRS
	Reset fields Submit Modifications

- 1 Terminology Definition**
Describes the meaning and purpose of the term.
- 2 Department**
This area shows the department name. The active one is highlighted.
- 3 Term**
Shows the term used for the relevant department.
- 4 Terminology Choice**
Allows users to set their departmental terminology.

User Groups

Access	Feedback
* User Groups	
Users	
Owner Groups	up
User Auditing	

The user group editor gives you control of which users can see and control plans. You can set permissions for groups rather than individuals to make this control easier. If necessary, you can make a group with only one member.

Edit User Group	
Group: PCRU Users	2 Rename Delete
Description: All staff at PCRU	Name: VIEW PLAN REPORT
	3 Test title: [checkbox] [checkbox] [checkbox]
	Cuba Plan: [checkbox] [checkbox] [checkbox]
	Cuba plan: [checkbox] [checkbox] [checkbox]
	TEST JML: [checkbox] [checkbox] [checkbox]
Membership Select from: 5 All Members	Users in Group: 6
4 laptop1 acumen Neil Cox s-ali Tania Mechlenborg	elwood.casey c-rottensteiner@dfid.gov.uk m-prajapati@dfid.gov.uk a-king-smith m-kenyon@dfid.gov.uk
Add All >> << Remove All	7
Cancel Save Changes	

- 1 Group Name** - Select the group you want to work with and set an optional description.
- 2 Basic Actions** - Here you can rename a group or delete it.
- 3 Plan Permissions** - Set the actions permitted for the group on each plan.
- 4 Available Group Members** - Choose users to add to the group. (Hold ctrl to select multiple users)
- 5 Group Member Filter** - Shows only those available members from other groups.
- 6 Current Group Members** - View and choose users for removal. (Hold ctrl to select multiple users)
- 7 User Transfer** - When you've selected from 5 or 6, use these buttons to 'move' users across.