PCRU
Joint Stabilisation Planning Framework

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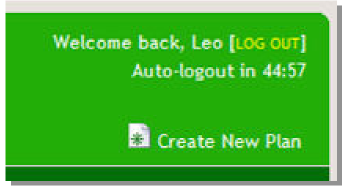
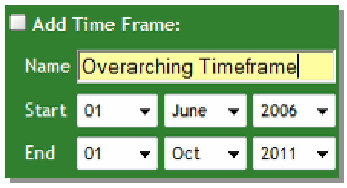
Creating Plans

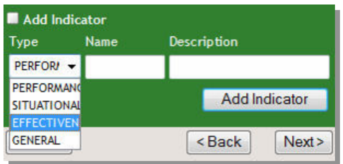


1. Create Plan
Open the Planning menu and select ‘View Plans’. Then select ‘Create New Plan’. Give a Title for the plan and a description of the Strategic Aim.

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.

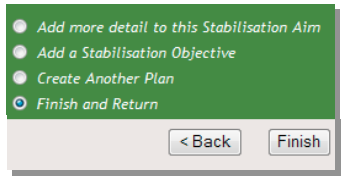


3. Create Indicators
Select Indicator Type from list. Fill in name and description. This step may also be completed later but must be completed to enable any reports to be generated from the plan.



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.

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.



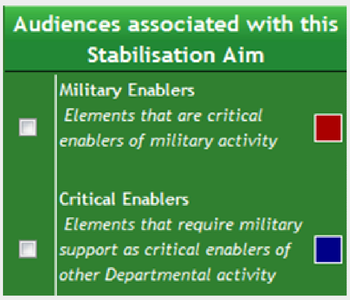
Editing Plan Elements

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.

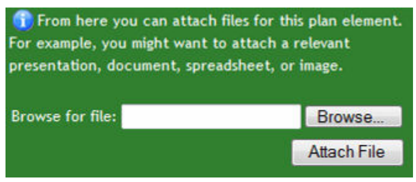
Description
Here you can edit the main plan elements by entering a description and any assumptions. For a Stabilisation Aim you can also provide the Strategic Vision and Strategic Aim for use in reports. When finished press **save changes**.

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.



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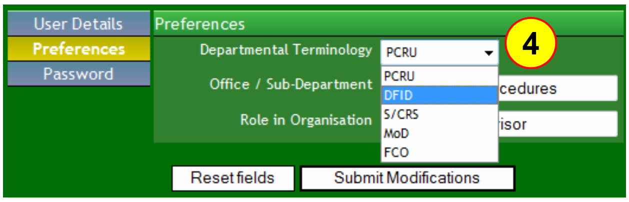
Advanced Options

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.**



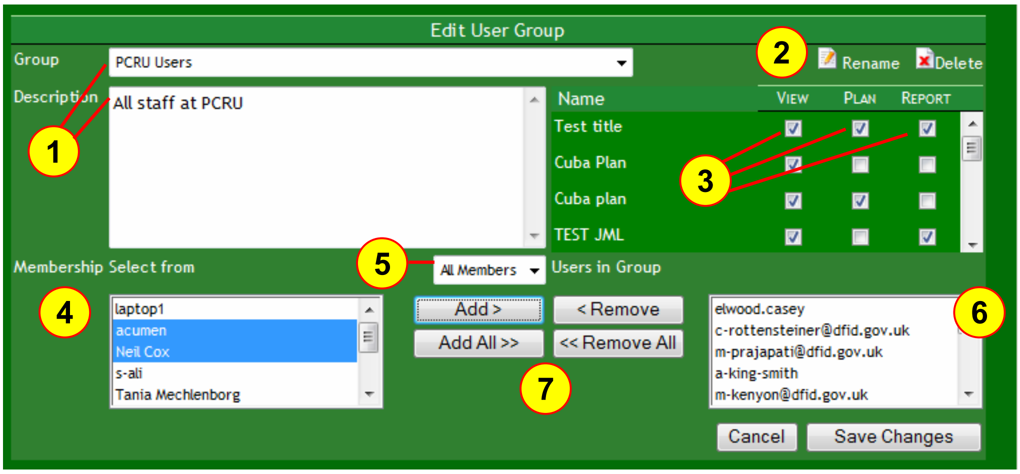
1 Terminology Definition
Describes the meaning and purpose of the term.

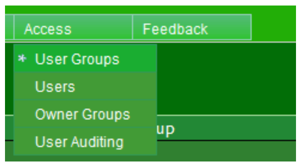
2 Department
This area shows the department name. The active one is highlighted.

3 Term
Shows the term used for the relevant department.

4 Terminology Choice
Allows users to set their departmental terminology.

User Groups





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.**

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.