NEWEST TRG LEADERSHIP TOOL

"Practical Means for Dealing with Difficult Times"

This section of our site features business tools and planning considerations designed to assist leaders for whom "just keeping up" is not good enough. These notes focus on sequences of thought and action intended to enhance the positioning of your group, both on a long and short-term basis.

Each week additional sets of Tools on a wide array of business subjects will appear. Your input is requested as to which Tools might be of interest to you. Requests will NOT create any form of obligation on the Reader who makes the suggestion, but will help us understand which subjects are of general interest.

Please check back weekly to review the next tool. Visit our LEADERSHIP TOOLS ARCHIVE for previous tools.

THE "SINGLE DOCUMENT" AND "THE BOOK" PART II

GENERIC DEVELOPMENT QUESTIONS
LEADERSHIP:

- Who is involved in what way (seeing, commenting, approving, etc.), at what time, for how long?
  - Operationally
  - Financially
  - Strategically
- How frequently is there a review? Of what?

PRIMARY SOLUTIONS:

- What MUST be accomplished? By when?
- What would add secondary value?
- What must be avoided?

MANAGEMENT:

- Who establishes financial models? When?
- Who reviews them?
- What level of funds are paid out when?
  - In what way?
  - Who determines this?

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- Who monitors progress/financial assumptions/allocation decisions on the operational level?
  - How? When?
- Who monitors progress on a strategic level?
  - How? When?
- Who reports progress? To whom? When?
- To what criteria?
  - Set by whom?
  - How?
  - Approved by whom?
  - Communicated to whom?
  - At what stages?
  - By whom?

DOCUMENTATION:

- What documentation is appropriate? Is required?
  - For which internal understanding?
  - For which processes?
- Written by whom? In what form?
- Who reviews which documents? When?
- To whom are the distributed? By whom? When?

STAKEHOLDER MANAGEMENT:

- GENERAL FINANCIAL:
  - Whose individual budget or responsibility area is affected in what way?
    - When? After what processes?
  - What if they do not wish to participate?
    - What occurs then?
  - Who needs to have knowledge of these processes? To what level?
  - Is there a dedicated budget?
  - Who allocates the budget?
  - Who monitors the expenditures and results?
    - To whom is this reported? By whom?
- EXECUTIVE LEADERSHIP:
  - What form do the affect decision-making bodies take?
  - What functions does a development team, Senior Leadership team or Executive?
  - Committee provide?
  - In support of which outcomes?

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OTHER GROUP CONSIDERATIONS:

- Who decides which stakeholders should be involved or informed in what ways?
- How?/When?
- How do these activities affect the external stakeholders?
  - Analysts
  - Vendors
  - Allied Groups
  - Distributors
  - Customers
  - Competitors
- At what level for which group?
- Do we know who they are individually?
  - Who knows?
- Who should be talking to each? In what way?

GROUP INTERACTIONS:

- How do we get a senior financial leader involved in this development?
  - With the Steering Committee? On the Steering Committee?
- What is the differentiation between any working teams and the Steering Committee?

SEQUENCES (TIMELINES):

- Who should be made aware that a process is coming?
  - When? For which processes? By whom?
- Who should see draft solutions? Of what? By whom?
- Who should give approval to what before what happens?

NOTE: Additional development areas and related questions should be considered and included dependent on the nature of the project or circumstance.

Our TRG books "Getting Started" and "On The Agenda" offer compiled methods for a set of critical business functions... strategic planning development and group meetings.

"Getting Started" offers our TRG methods of bringing your group to a Strategic Plan. "On The Agenda" provides direct working guidelines to enhance the value of all group sessions.

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Our TRG Publications are available for Purchase, or we can arrange the License of a customized version to be offered by your group.

Goto our Publications page to see what these books have to offer to you and your team.

For additional information regarding THE "SINGLE DOCUMENT" AND "THE BOOK" PART II, please visit our Contact Page and send us an Email or simply call us directly during East Coast business hours on our toll free number 1.800.97-REGIS (1.800.977.3447).

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