

## 4. SCHEDULING / REVERSE PLANNING

We recommend using reverse planning. Reverse planning (or backward planning) is the act of planning backwards from the end date of the activity. The general principle is the same as for conventional planning – you have to define steps and tasks and then enter them in a calendar.

### Specifically, this means:

- First, write down the tasks that are to be performed as part of the activity.
- Estimate how long the different tasks will take.
- Put these tasks in chronological order. Most tasks are sequential, which means that one cannot be started until the preceding one has been completed. It is therefore important to take these interdependencies into account when adding the task to the schedule.
- Create your reverse plan by starting with the activity itself, then moving on to the previous step, then the one before that, etc. If at some point you don't know which task comes first, decide randomly so that you can still meet your deadlines.
- Remember to factor in some time for the unexpected.

### For example:

- Book the room 20 days before the activity
- Send the invitation 15 days beforehand
- Order drinks 10 days in advance
- ... etc.

PROVISIONAL TIMETABLE													
2013				2014									
Sept.	Oct.	Nov.	Dec.	January	February	March	April	May	June	July	August	Sept.	
<b>PREPARATION</b>													
Analysis/assessment/recommendations													
Choice of artists													
Choice of place													
Presentation folder													
Definition programming													
Partner search													
<b>ORGANISATION</b>													
General communications													
Information and reception of the public													
Artists/entertainment reception													
Logistics													
<b>BALANCESHEET</b>													
Survey processing													
Team debriefing													
Balance sheet writing													
Distribution report/recommendations													