

COMPLETE PLANNING

Based on the works of L. Ron Hubbard

NAME _____ SCHOOL _____

DATE STARTED _____ DATE COMPLETED _____

PREREQUISITES: Planning and Organization course; Basics of Organization course.

HOW TO DO THIS COURSE: Do the steps one at a time, in order. When you finish a step, put your initials and the date on the sign-off line on the right. A split line means to get a pass (and an initial) from another student (or your supervisor if it says that). A * means get a checkout. Essays are turned in to the supervisor. The Define statement means to look the word up in the glossary for the course.

PURPOSE: Gain the ability to write and carry out plans and programs in order to accomplish an activity's goals.

ESTIMATED TIME: 20 hours.

MATERIALS NEEDED FOR THIS COURSE

Heron materials:

Heron study booklet, *Complete Planning*, with these data sheets (DS):

6810	5365	6811	6812	6813	6814	6815	6816
6817	6818	6819	6820	6821	6822 (glossary)		

Exams: 5140, 6823 (review)

A. ADMINISTRATION AND PLANNING

- *1. READ: DS #6810 The Key Ingredients, from the beginning to the heading "Administration." _____
2. DEMONSTRATE USING CLAY: The purpose of organization. _____
3. READ: DS #6810 The Key Ingredients, section "Administration" to end. _____
4. ESSAY: Give an example from your experience where the six key ingredients of administration were a) faulty or omitted and b) adequate or correct. _____
5. DEMONSTRATE (with whatever objects you wish to use): How to implement a new program into an old system. _____
6. READ: DS #5365 Administrative Know-How—Leadership. _____
7. DEMONSTRATE (with objects): The difference between good and bad leadership. _____

8. ESSAY: Explain the value of planning for a leader and the group he leads. How will planning affect the survival and increased production of the group? _____

B. TYPES OF PLANS

1. READ: DS #6811 Strategic Planning, from the beginning to the heading "Strategic Versus Tactical Planning." _____
2. DEMONSTRATE (with objects): An example of a strategic plan which "begins with the observation of a situation to be handled or a goal to be met" and "carries with it a statement of the definite purpose or purposes to be achieved." L. Ron Hubbard, *Management Series 3* (quoted in DS #6811 Strategic Planning) _____
3. READ: DS #6811 Strategic Planning, section "Strategic Versus Tactical Planning" to end. _____
4. DEMONSTRATE (with objects): The function of strategic planning as a bridge between purpose and tactical planning. _____
5. READ: DS #6812 Battle Plans. _____
6. DEMONSTRATE USING CLAY: Show how strategic, tactical and battle plans work together to get something done. _____
7. PRACTICAL APPLICATION: Think of something you could create in order to earn an income, such as a restaurant, an auto shop or a book. Write the strategic plan and tactical plans necessary for this creation. Then write a battle plan for the first week of production on these plans. **Supervisor pass.** _____

C. PLANNING AND PROGRAMMING

1. DEFINE: plan ___ program ___ target ___ _____
2. READ: DS #6813 Programming. _____
3. DEMONSTRATE (with objects): How to apply each of the principles of programming given in DS #6813. (12 demonstrations) _____
- *4. READ: DS #6814 How to Program an Organization. _____
5. DEMONSTRATE (with objects): What to do if old problems are reappearing in an organization. _____
6. DEMONSTRATE (with objects): What it means to run a new program as a special project. _____

7. READ: DS #6815 How to Program an Organization—Addition. _____
8. DEMONSTRATE (with objects): How an executive should handle a program that is not being successfully carried out. _____
9. READ: DS #6816 Programs, Use of—How to Save Useless Work. _____
10. DEMONSTRATE (with objects): The procedure for ordering staff to do any project. (7 demonstrations) _____

D. TARGETS

- *1. READ: DS #6817 Causative Organizations. _____
2. DRILL: Think of a major target you have for some area of your life. Now refer to items #1–4 under “Vital Targets” of DS #6817. In relation to your major target, list several items which fit under each of these categories. _____
3. DEMONSTRATE (with objects):
 - a) Show how accomplishing or not accomplishing targets affects an organization. _____
 - b) Show how to bring an organization up the scale to cause. _____
4. READ: DS #6818 Targets, Types Of. _____
5. DEMONSTRATE (with objects): Each of the types of targets and their purposes. (6 demonstrations) _____
6. READ: DS #6819 Planning and Targets. _____
7. DRILL: Create and write a complete plan for an imaginary situation of an organization. Ensure your plan shows points a–f given in DS #6819 and contains both your targets and design. _____
8. PRACTICAL APPLICATION: Write a short program for something you must produce this week. Include a major target, primary targets, vital targets, conditional targets, operating targets and production targets. Ensure you have covered the six steps necessary to get a plan okayed from DS #6819 Planning and Targets. (Note: You will be executing this program in the Final Application Section of the course.) _____
9. READ: DS #6820 Compliance Reports. _____
10. DEMONSTRATE (with objects): The function of compliance reports, including when and why compliance reports are turned in. _____

E. FINAL APPLICATION SECTION

1. READ AND DRILL: DS #6821 Writing Program Targets. _____
2. PRACTICAL APPLICATION: Execute your program from Section D of this course. Write a brief report of what you did and turn it in to your supervisor. **Supervisor pass.** _____
3. PRACTICAL APPLICATION: Write a complete plan for a group activity; ensure the plan follows the group's policy. Execute the plan successfully to completion. **Supervisor pass.** _____
4. PRACTICAL APPLICATION: Create a strategic plan for something major you would like to accomplish (this can be a long-term goal). Then create tactical plans to start the accomplishment of the strategic plan. Include in your planning all of the six types of targets. Create a battle plan of one day and carry it out. Do this again the next day. You are, of course, not expected to accomplish your goal with these two battle plans, but they should get you started on it. (Note: The battle plans should each take several hours but do not need to take two full days.) **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

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