

PLANNING

Broad Occupational Category - 15

DUTIES AND RESPONSIBILITIES

- *Define project scope, objectives, and success criteria.*
- *Oversee day-to-day project activities to meet deadlines and adhere to local, state, and federal regulations. (*
- *Serve as point of contact for project questions.*
- *Develop and manage project budgets and cost estimates.*
- *Lead or support initiation of projects, obtaining authorization and commitment from stakeholders.*
- *Break large projects into manageable phases.*
- *Develop project timelines, schedules, milestones, and deliverables.*
- *Maintain accurate project documentation (contracts, reports, correspondence).*
- *Ensure compliance with project management best practices.*
- *Manage multiple concurrent projects or programs.*
- *Determine resource requirements (personnel, budget, equipment).*
- *Identify potential risks and mitigation strategies.*
- *Align projects with agency or organizational strategic goals.*
- *Develop project plans that encompass multiple components or cross-departmental work.*
- *Coordinate work and maintain relationships with internal and external stakeholders, including vendors and contractors.*

NEBRASKA

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COMPETENCIES

- **Listening** - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Action Oriented** - Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- **Creativity** - Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- **Organizing** - Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- **Negotiating** - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Priority Setting** - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- **Informing** - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information. (33%)
- **Innovation Management** - Is good a bringing the creative ideas of others to market; has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace.
- **Organizational Agility** - Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organizations.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Process Management** - Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

Planning Worker – SMART Goal Prompting Questions

Define project scope, objectives, and success criteria

- What actions could you take to improve the clarity and completeness of project scopes, objectives, and success criteria?
- How will you measure success, such as fewer scope changes, clearer deliverables, or improved stakeholder understanding?
- What templates, planning tools, or stakeholder input could help strengthen project definition?
- How does clearly defining project expectations support successful project outcomes?
- By what date or project initiation cycle will you aim to improve project scoping practices?

Oversee day-to-day project activities to meet deadlines and adhere to local, state, and federal regulations

- What strategies could you use to improve the monitoring and coordination of daily project activities?
- How will you measure success, such as improved milestone completion, fewer delays, or fewer compliance issues?
- What tracking tools, schedules, or review processes could strengthen project oversight?
- How does effective day-to-day project management support timely and compliant project delivery?
- By what date or project milestone will you aim to improve project oversight practices?

Serve as point of contact for project questions

- What actions could you take to improve how project questions, requests, and concerns are communicated and resolved?
- How will you measure success, such as faster response times, fewer unresolved questions, or improved stakeholder satisfaction?
- What communication tools, tracking methods, or reference materials could improve your effectiveness as a project contact?
- How does providing timely and accurate information support project progress and stakeholder confidence?
- By what date or project phase will you aim to improve project communication practices?

Develop and manage project budgets and cost estimates

- What steps could you take to improve the accuracy and management of project budgets and cost estimates?
- How will you measure success, such as reduced budget variances, more accurate estimates, or improved expenditure tracking?
- What budgeting tools, historical data, or review procedures could strengthen cost planning?
- How does effective budget management support responsible use of agency resources and successful project delivery?
- By what date or budget cycle will you aim to improve project budgeting practices?

Lead or support initiation of projects, obtaining authorization and commitment from stakeholders

- What actions could you take to improve project initiation and obtain timely stakeholder authorization and commitment?
- How will you measure success, such as reduced startup delays, faster approvals, or increased stakeholder participation?
- What kickoff processes, communication plans, or decision-making tools could strengthen project initiation?
- How does effective project initiation establish the foundation for successful project execution?
- By what date or project cycle will you aim to improve project initiation practices?

Break large projects into manageable phases

- What strategies could you use to divide complex projects into practical phases, workstreams, or deliverables?
- How will you measure success, such as improved milestone completion, better workload management, or fewer project delays?
- What project management tools or planning techniques could help structure large projects more effectively?
- How does effective project phasing improve accountability, resource management, and project control?
- By what date or project planning cycle will you aim to improve project phasing practices?

Develop project timelines, schedules, milestones, and deliverables

- What steps could you take to improve the accuracy and usefulness of project schedules, milestones, and deliverables?

- How will you measure success, such as increased on-time completion, fewer schedule changes, or improved milestone tracking?
- What scheduling tools, historical data, or stakeholder input could strengthen project timelines?
- How does effective scheduling support accountability and successful project completion?
- By what date or project milestone will you aim to improve scheduling practices?

Maintain accurate project documentation, including contracts, reports, and correspondence

- What actions could you take to improve the accuracy, organization, and accessibility of project documentation?
- How will you measure success, such as fewer missing documents, faster retrieval, or improved documentation accuracy?
- What filing systems, templates, naming conventions, or document-control procedures could strengthen project records?
- How does accurate documentation support project accountability, continuity, and compliance?
- By what date or project cycle will you aim to improve project documentation practices?

Ensure compliance with project management best practices

- What strategies could you use to strengthen adherence to project management standards and best practices?
- How will you measure success, such as improved project reviews, fewer process deficiencies, or more consistent project outcomes?
- What training, project-management tools, checklists, or review processes could support consistent application of best practices?
- How does following sound project management practices improve project quality, efficiency, and accountability?
- By what date or project review cycle will you aim to improve compliance with project management best practices?

Manage multiple concurrent projects or programs

- What actions could you take to improve prioritization, organization, and coordination when managing multiple projects?
- How will you measure success, such as improved deadline performance, fewer competing-priority issues, or better resource utilization?
- What project tracking systems, prioritization methods, or workload-management tools could strengthen your approach?

- How does effective management of concurrent projects support agency priorities and efficient use of resources?
- By what date or project cycle will you aim to improve your management of multiple projects?

Determine resource requirements, including personnel, budget, and equipment

- What steps could you take to improve how you identify and plan for project resource requirements?
- How will you measure success, such as fewer resource shortages, improved staffing alignment, or reduced project delays?
- What forecasting tools, historical information, or stakeholder input could improve resource planning?
- How does accurate resource planning contribute to project feasibility and successful delivery?
- By what date or project planning cycle will you aim to improve resource assessment practices?

Identify potential risks and mitigation strategies

- What strategies could you use to identify project risks earlier and develop effective mitigation strategies?
- How will you measure success, such as fewer unexpected issues, faster response to risks, or reduced project impacts?
- What risk registers, assessment tools, or team review processes could strengthen risk management?
- How does proactive risk management support project continuity, cost control, and successful outcomes?
- By what date or project milestone will you aim to improve risk identification and mitigation practices?

Align projects with agency or organizational strategic goals

- What actions could you take to better connect project objectives and outcomes to agency strategic priorities?
- How will you measure success, such as clearer alignment in project plans, improved prioritization, or stronger leadership support?
- What strategic plans, performance measures, or stakeholder discussions could help strengthen alignment?
- How does strategic alignment ensure that project resources support the agency's most important goals?
- By what date or planning cycle will you aim to improve strategic alignment of projects?

Develop project plans that encompass multiple components or cross-departmental work

- What steps could you take to improve coordination and integration when developing complex or cross-departmental project plans?
- How will you measure success, such as fewer coordination issues, clearer responsibilities, or improved completion of interdependent activities?
- What project-planning tools, responsibility matrices, communication plans, or collaboration methods could strengthen cross-departmental planning?
- How does an integrated project plan help ensure that multiple components and teams work toward a common outcome?
- By what date or project planning cycle will you aim to improve cross-departmental project planning?

Coordinate work and maintain relationships with internal and external stakeholders, including vendors and contractors

- What actions could you take to improve communication, coordination, and working relationships with project stakeholders?
- How will you measure success, such as faster issue resolution, fewer misunderstandings, improved vendor performance, or stronger stakeholder satisfaction?
- What meeting structures, communication plans, tracking tools, or relationship-management practices could strengthen stakeholder coordination?
- How do effective stakeholder relationships contribute to project progress, problem-solving, and successful outcomes?
- By what date or project phase will you aim to improve stakeholder coordination and relationship management?