



Project planning strategies –fishbone analysis

Workshop overview

Title	Fishbone analysis technique
Objectives	<ul style="list-style-type: none"><li data-bbox="614 404 1692 454">• Identify critical factors in project implementation<li data-bbox="614 504 1317 554">• Analyse a problem as a group
Guidance	<p data-bbox="614 599 1760 811">This activity is a simple visual method of identifying project components and critical factors. It leads to the <i>Priority Matrix</i> workshop and is a core part of project planning and successful implementation.</p>

Workshop overview

Title	Fishbone analysis technique
Group size	10 to 20 people working in small groups
Resources	<ul style="list-style-type: none">• PowerPoint presentation—<i>Fishbone Analysis</i>• Word guide• OneNote supporting document• Fishbone template
Timing	Two hours
Outputs	<ul style="list-style-type: none">• Fishbone analysis of various project ideas

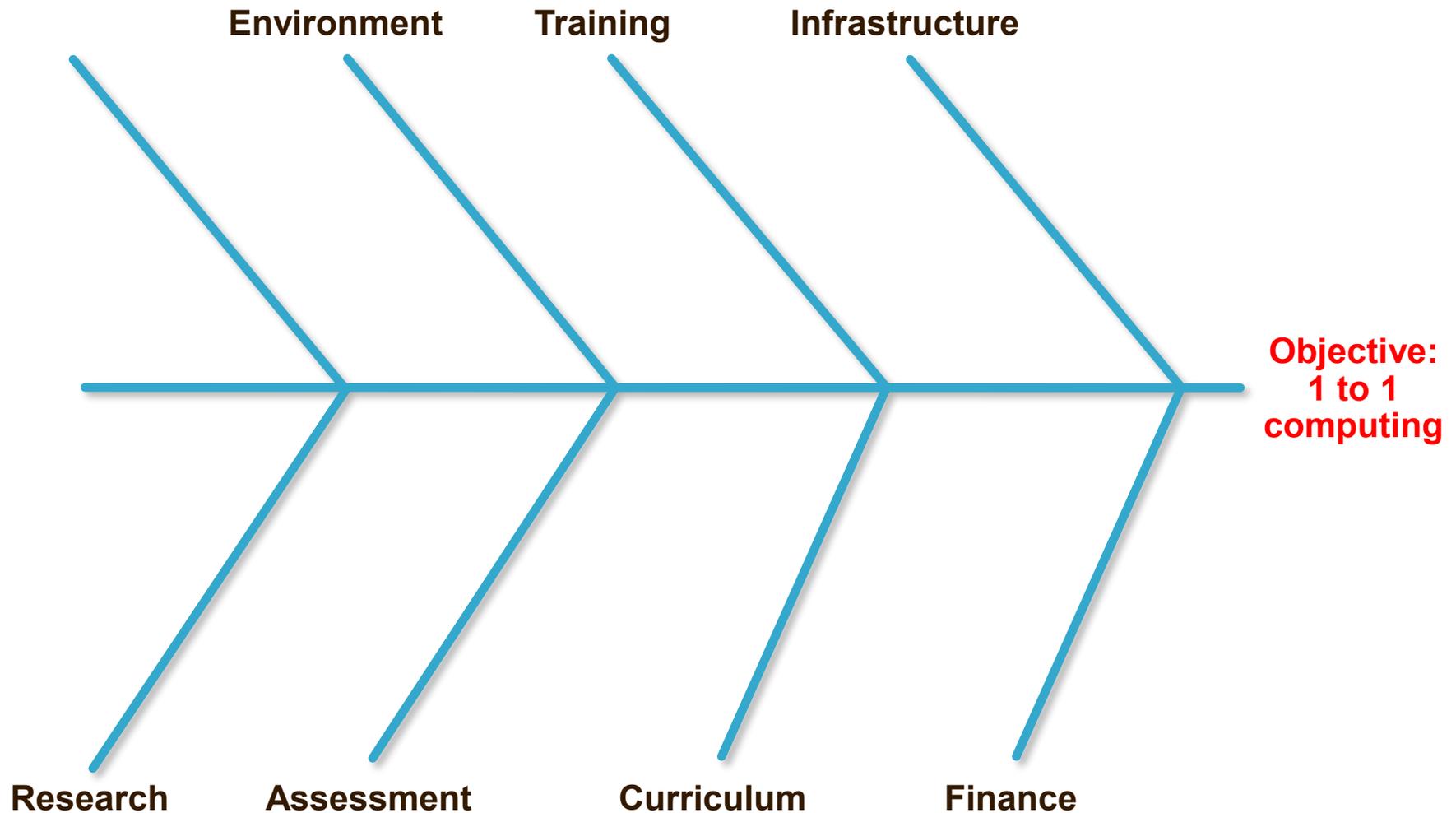
What is the fishbone?

- A planning tool for individuals or groups.
- Helps quickly and easily identify core elements for project success.
- Its analysis of core elements helps identify components of the project action plan.
- Works best when applied quickly and decisively without concern about very small details.
- Use the fishbone process before the *Priority Matrix* workshop to build a project action plan.
- Use one fishbone template per project.

Workshop tasks

- Work with the fishbone template or use your own paper.
- Identify the key elements for consideration in your project plan—focus on a few main headings.
- Add these to the main ‘bones.’
- Break down each key element into smaller elements and add these to the smaller ‘bones.’
- Work individually or in groups of two or three people.
- At this stage, focus on key words or short phrases without concern for small details.
- See the fishbone-analysis example on the next slide—yours will be different.

Fishbone example—add key elements first ...



... then add smaller factors

