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| **Planning and organising** that contributes to long and short-term strategic planning |
| Managing time and priorities – setting time lines, coordinating tasks for self with others |
| Being resourceful |
| Taking initiative and making decisions |
| Adapting resource allocations to cope with contingencies |
| Establishing clear project goals and deliverables |
| Allocating people and other resources to tasks |
| Planning the use of resources, including time management |
| Participating in continuous improvement and planning processes |
| Developing a vision and proactive plan to accompany it |
| Predicting – weighing up risk, evaluating alternatives and applying evaluation criteria |
| Collecting, analyzing and organising information |
| Understanding basic business systems and their relationships |