

## SKAB240

# Negotiate, agree and develop a plan for an expedition



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### Overview

For expeditions to be successful there must be thorough planning and organisation. Each expedition is similar to a project or programme of related projects and project planning tools are very helpful at this stage of the process. Developing a detailed plan will allow you to analyse what tasks are needed to achieve the expedition's goals and objectives. It will also help you to see how tasks relate to each other, what the timeline is for organising the expedition and what resources should be allocated to each task.

The unit is recommended for anyone involved in planning an expedition.

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### Performance criteria

*You must be able to:*

- P1 review and analyse the scope, purpose , objectives and requirements for the expedition and its overall plan
- P2 identify tasks/projects to achieve objectives, making sure they are realistic, measurable and achievable
- P3 identify links, dependencies, timelines and critical dates
- P4 identify the numbers and competences of people needed for the expedition
- P5 identify potential risks and plan to deal with these
- P6 record your plans in an agreed format
- P7 monitor/review your plans at appropriate intervals to:
  - P7.1 analyse variations between estimated and actual time and resources needed to achieve
  - P7.2 make necessary adjustments
  - P7.3 communicate with individuals and groups
  - P7.4 record progress for future planning
- P8 involve all the relevant stakeholders and colleagues in the planning process

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### Knowledge and understanding

*You need to know and understand:*

#### **General knowledge and understanding**

- K1 explain why it is important to develop a detailed plan for an expedition
- K2 describe the key components of expedition plan and explain the importance of each of these components
- K3 describe the processes involved in developing and negotiating a plan for an expedition
- K4 explain why it is important to ensure the plan is consistent with the scope, purpose, objectives and requirements of the expedition
- K5 explain why it is important to have the agreement of main stakeholders and colleagues for your plan
- K6 describe various formats in which plans can be laid out and recorded
- K7 explain why it is important to monitor progress against your expedition plan
- K8 describe the methods you can use to monitor progress against your expedition plan
- K9 describe the types of variances that may occur and how to respond to these

*You need to know and understand:*

#### **Industry/sector specific knowledge and understanding**

- K10 describe the main types of expeditions that occur in your sector
- K11 describe typical requirements for, and scope of, expeditions in your sector
- K12 describe the typical competences required for expeditions in your sector

*You need to know and understand:*

#### **Context specific knowledge and understanding**

- K13 describe your organisation's policies and procedures for expedition planning
- K14 describe the extent of your own responsibilities for expedition plans
- K15 describe how your role relates to the roles of others in your organisation
- K16 describe the main responsibilities of colleagues with whom you work when developing an expedition plan

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### Additional Information

#### Skills

Listed below are the main generic 'skills' which need to be applied in this unit. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Organising information
2. Analysing
3. Project planning
4. Managing risk
5. Monitoring
6. Evaluating
7. Negotiating
8. Reporting

#### Behaviours

1. You present information clearly, concisely, accurately and in ways that promote understanding
2. You address multiple demands without losing focus or energy
3. You recognise changes in circumstances promptly and adjust plans and activities accordingly
4. You constantly seek to improve performance
5. You generate and recognise imaginative and innovative solutions
6. You keep people informed of plans and developments
7. You reinforce the links between specific objectives, areas of work and strategic goals
8. You anticipate likely future scenarios based on a realistic analysis of trends and developments
9. You prioritise objectives and plan work to make the best use of time and resources
10. You accurately calculate risks, and make provision so that events do not impede the achievement of objectives

#### Links to other NOS

This unit links back to SKAB239 Scope and develop the concept and purpose of an expedition in the suite of National Occupational Standards for Expedition Leadership and Management

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| <b>Developed by</b> | SkillsActive |
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| <b>Version number</b> | 1 |
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| <b>Originating organisation</b> | SkillsActive |
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| <b>Relevant occupations</b> | Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations |
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| <b>Suite</b> | Expedition Leadership and Management |
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| <b>Key words</b> | negotiate agree, develop, plan, expedition |
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