

Professional Skills II – Management Skills I

Planning Assignment

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# ‘Living within the truth’

– Vaclav Havel

First of all, I want to apologize for my previous assignment, since I didn't utilize all my energy, passion and creativity to devise a unique assignment. I have asked myself one essential question: did I really do my best on this assignment? The answer is very simple, no, I did the minimum and thought it would be sufficient to obtain a 7.

When I received your solid feedback, I also told you this, when you replied: "well, congratulations with your learning experience". I appreciated that you gave a positive twist to it, and reinforced my awareness that life is about making mistakes, learning and developing yourself.

The main reason that I did to the minimum is that I didn't find the assignment interesting enough, it seemed a bit boring and obvious. My mind was occupied with terrible atrocities which were occurring in Kurdistan, Syria and Turkey, I was sad, and angry.

In contrast, if the assignment had been on Kurdistan, the Middle East, gender-inequality, the USA hegemony and the "divide & rule" principles which it is implementing all over the world, honor-based violence against women all over the world, or any other conflict in the world, I would put all my passion, blood and energy in it.

In fact, I would love to talk about it for hours and hours, and hours. However, I realized that sometimes you have to do things which are not completely in your interest field. In fact, it all depends on how you approach a certain issue or assignment.

This time I putted much more dedication and energy in my assignment, and I sensed that I actually enriched myself with all these methods. This essential shift in approach made all the difference.

I also want to share that some people in our class tried to blame you for their insufficient grades, because in their opinion you failed to provide the vital information. However, I found this very immature and unfair, because it's just not right to blame someone else for your own mistakes. However, I understood some of their remarks, that it was not totally clear that it had to be "research paper", but I remembered that you have emphasized this twice in your lectures. In addition, I realize that it is obvious that a certain degree of formality and professionalism has to be utilized on a university.

Thank you, Mr van Koppen, for giving me this learning experience, and especially for your solid enriching feedback, and positive approach.

# **IK LEER ME BONT EN BLAUW**

## **MET VALLEN EN OPSTAAN**



Postbus 1045  
6801 BA Arnhem  
[www.loesje.nl](http://www.loesje.nl)

(Loesje, 2012)

## **Introduction**

The purpose of this research paper is to analyze different planning tools and methods, and subsequently, utilize two of these instruments to make a week-and a term-planning for the International Public Management course. Each planning method and tool has unique characteristics which determine the purpose and course of action to reach a certain objective. Therefore, planning is essential to achieve an objective within a certain time period, despite various obstacles and limited recourses.

In this paper two practical tools are utilized. Week one of term three, from Monday February 8<sup>th</sup> until Sunday February 14<sup>th</sup>, will be planned with a Moleskine agenda, characterized by different colors which indicate importance and sequence. The week planning will mainly be focused on the time and location of lectures, workshops, homework literature, and quizzes.

In addition, the planning of term 3, from Monday February 8<sup>th</sup> until April 22<sup>nd</sup>, will be conducted on a printed calendar, which provides a clear overview of vital events, deadlines, exam weeks and holidays, differentiated by colors and symbols.

Moreover, a financial overview will be added which illustrates fixed costs, and money which can be employed for purposes as food, relaxation, clothing and holidays. Therefore, the management of finances becomes clear and sustainable, and risks of bankruptcy will be significantly minimized.

## **Planning Methods & Tools**

### **Tool 1: Black Moleskine Agenda, from 29 June 2015 until 30 October 2016. €21,-**

This agenda provides the opportunity to plan all activities, events, deadlines and other vital events in a mobile and portable book. One may prefer to write all these activities with a pen in a book, rather than implement it in software and planning programs on electronic devices. As a result, one will not be dependent on these electronic devices, electricity, and internet connection.

However, when one loses this agenda, all essential information will be lost, and people with bad intentions could attempt to exploit this personal information. Therefore, one might still consider to devise a back-up in an online program or other planning instrument.

### **Tool 2: Google Agenda. €0.00,-**

The Google platform consists of many interconnected applications and websites, such as YouTube, G-mail, and Google Agenda. It provides the opportunity to plan all essential events, activities, and deadlines. There is unlimited space to implement and share all appointments and deadlines with other contacts, and therefore it provides the opportunity to centralize all essential data.

However, one must take into account that Google obtains 96 % of its revenues from advertisements, which are specifically targeted for clientele through personal information and preferences. All the information one implements in the Google-system is used by the company to generate more profit. (McFarlane, 2012)

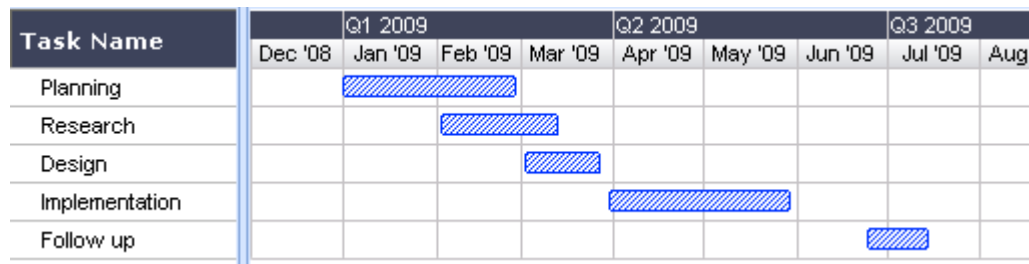
### **Tool 3: Print a calendar, from <http://www.kalender-365.nl/kalender-2015.html>**

The calendar provides a quick overview and helps to see all the events and deadlines in order of importance. (Kalender-365, 2016)

#### Tool 4: Gantt Chart

This tool is used to create an overview of a schedule in order to determine which tasks have to be finished within a certain period. It's best used for a time-consuming complicated plan. (Gantt, 2016)

The following diagram illustrates the Gantt Chart.

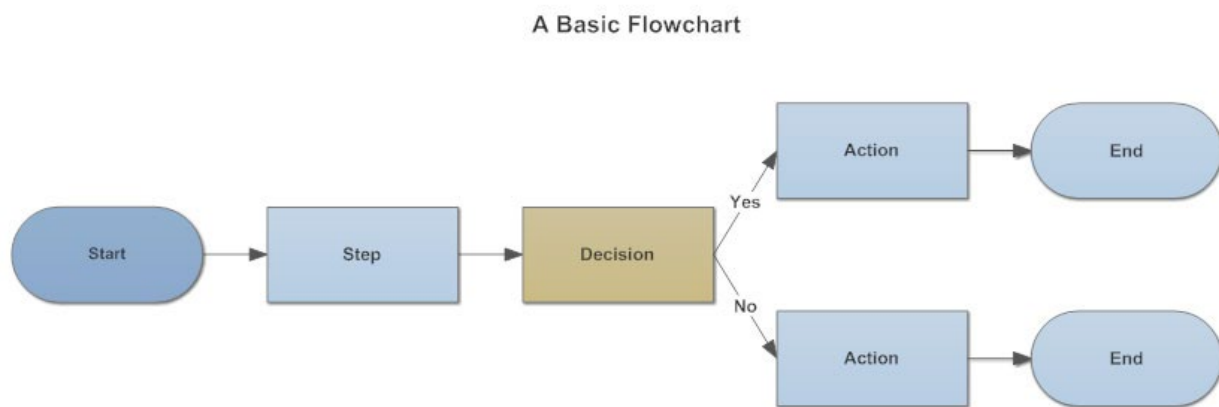


A simple Gantt chart. (Gantt, 2016)

#### Tool 5: Flow Chart (Process Flow Chart)

This tool is best used for short and small projects. It is used to understand and improve a certain process and to set the activities in a logical sequence. (Smartdraw, 2016)

The following diagram illustrates the Flow Chart.



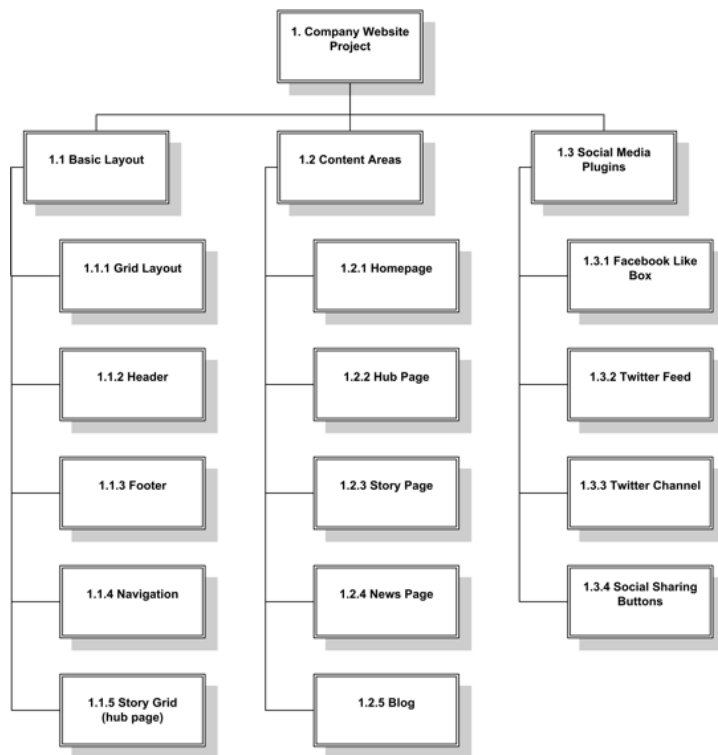
A basic flowchart. (Smartdraw, 2016)

## Tool 6: Work Breakdown Structure – WBS

This tool is used to cut large projects into smaller and manageable parts. It creates the foundation of the planning progress in order to work towards the other elements.

(Project Management Docs, 2016)

The following diagram illustrates the Work Breakdown Structure.



A simple Work Breakdown Structure (Haughey, 2016)

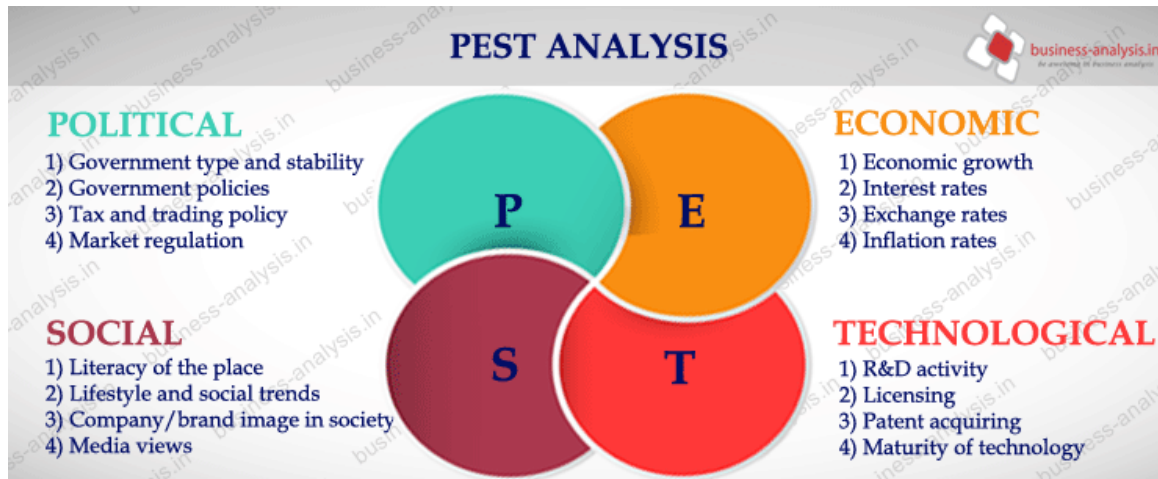
## Tool 7: Raid Log

This tool helps one to analyse all the variables which could have vital impact on the progress within a project. Therefore, it reduces the risk of failure. (Haughey, 2014)

## Tool 8: Pest Analysis

This strategic planning tool helps to analyse which Political, Social and Economic and technological elements can influence a project, so one can prepare and modify the course of action in advance. (Business-Analysis, 2016)

The following diagram illustrates the Pest Analysis.



(Business-Analysis, 2016)

## Tool 9: RACI Model

This tool helps to set the responsibilities for all the concerned actors within a project, in order to avoid confusing during the project and stimulate an efficient course of action. (Informit, 2011)

The following chart illustrates the Raci Model.

	ROLE 1	ROLE 2	ROLE 3	ROLE 4
TASK 1	R	C	I	A
TASK 2	I	I	R	A
TASK 3	C	R	A	I
TASK 4	A	R	I	
TASK 5	R	A	C	I
TASK 6	C	C	A+R	I

(Informit, 2011)

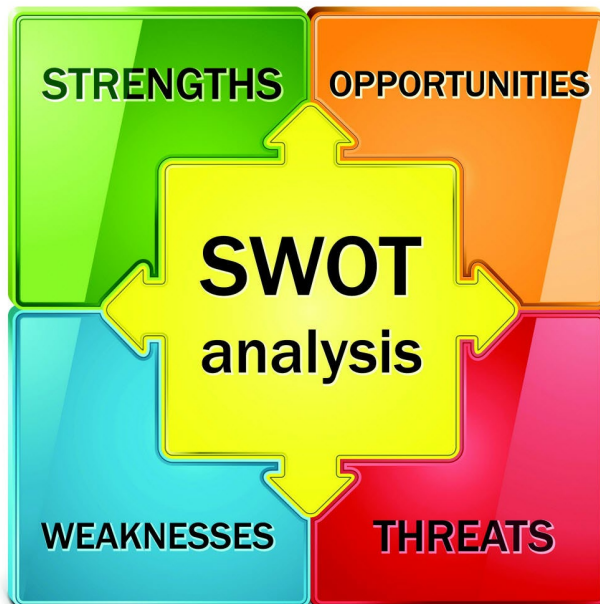
## Tool 10: Swot Analysis

This strategic planning tool is used to determine the strong and weak elements of your project.

- Strengths
- Weaknesses
- Opportunities
- Threats

(PestleAnalysis, 2015)

The following diagram illustrates the SWOT analysis.



(PestleAnalysis, 2015)

### **Method 1: Critical Planning Method - CPM**

The Critical planning method is a step-by-step technique for management of projects. It assists setting critical and non-critical tasks with the intention to prevent time-frame issues.

The CPM method is best compatible with projects consisting of various tasks and activities which interact with each other in a complicated way. The CPM method consists of 5 steps.

1. Define the tasks and put them down in a ordered list.
2. Create a diagram showing each task in relation to others.
3. Identify the critical and non-critical relationships.
4. Determine the expected time needed for each task.
5. Locate alternatives for the most critical tasks.

(WhatIs, 2016)

### **Method 2: Work Breakdown Structure – WBS**

This method is used in Project Management and System Engineering. It basically divides a project into smaller parts in order to create manageable sections.

Step 1 = Starting with the end goal.

Step 2 = Sub-dividing it into manageable components; size, duration and responsibility.

In this way you can see the “big picture” and determine what has to be done.

(Project Management Docs, 2016)

### **Method 3: Program Evaluation and Review Technique – PERT**

This method analyses the particular tasks that have to be executed in order to complete a project. It's developed by the US Navy in the 1950's and is many times used together with the CPM method. It is mainly used to simplify the planning of substantial and complicated projects.

It focusses most on the time that is needed to complete a specific task. In this way the minimal time can be determined to complete the whole project.

(Mindtools, n.d.)

#### **Method 4: Military Style planning**

This method is very structured and is used for large organizations. It is funded by the government and security is the most important element over all other variables which have to be taken in account.

Step 1 - Orientation

Step 2 - Analyses

Step 3 - Detailed Analysis

Step 4 – Capabilities

Step 5 – Execution by leadership

(Koppen, 2015)

#### **Method 5: Conventional Strategic Planning**

This method is best compatible with organizations which have limited recourses. Contains 6 steps.

1. Develop the mission and goal.
2. Look outside the world and update actions.
3. Choose the strategy.
4. Create an action plan
5. Identify variables which can influence plan
6. Put 1-3 into Strategic plan & 4-6 into an Operational Plan

(Managementhelp, 2015)

#### **Method 6: Issues-Based Strategic Planning**

This method is ideal for organizations that have limited recourses. Contains 3 steps.

1. Identify most important issues and goals
2. Create action plan
3. Include all the information into a strategic plan

(Managementhelp, 2015)

### **Method 7: Alignment Model of Strategic Planning**

This method is utilized to increase productivity. Contains 4 steps.

1. Set the main goal
2. Analyse course of action
3. Create various paths to reach goal.
4. Combine all information in a Strategic Plan.

(Managementhelp, 2015)

### **Method 8: The Roman Method**

To create an overview.

1. Plan every week one certain element in order to reach the main goal step by step

(Digischool, 2011)

### **Method 9: Deadline Principle**

When you make deadlines for yourself, you can push yourself to the limit and to lots of work.

1. Create structures deadlines in order to ensure that you reach your goal.

(Digischool, 2011)

### **Method 10: Moscow Method**

This method affirms which requirements have to be done first, in order to progress towards the end goal.

- **M** - Must have this requirement to meet the business needs
- **S** - Should have this requirement if possible, but project success does not rely on it
- **C** - Could have this requirement if it does not affect anything else in the project
- **W** - Would like to have this requirement later, but it won't be delivered this time

(Haughey, 2014)

### **Method 12: Delphi Technique**

This method helps to determine which future issues and events may influence your project. Because you will know the obstacles and advantages in advance, it allows you to make a plan which is compatible with the possible variables.

(Haughey, 2014)

### **Method 13: Pareto Analysis**

This method helps to determine which particular actions create the most substantial effect. For example, 80% of the problems are caused by 20 % of the actions. So if you know which actions cause these problems, you can adjust your course of action.

(Haughey, 2014)

### **Method 14: SMART Goals**

This method assists one to set manageable and effective goals.

**S** - specific, significant

**M** - measurable, meaningful, motivational

**A** - agreed upon, achievable, acceptable

**R** - realistic, relevant, results-oriented

**T** - time-based, trackable

(Haughey, 2014)

### **Method 15: Waterfall Project Management**

This method assists to put the various courses of action into a particular and effective sequence.

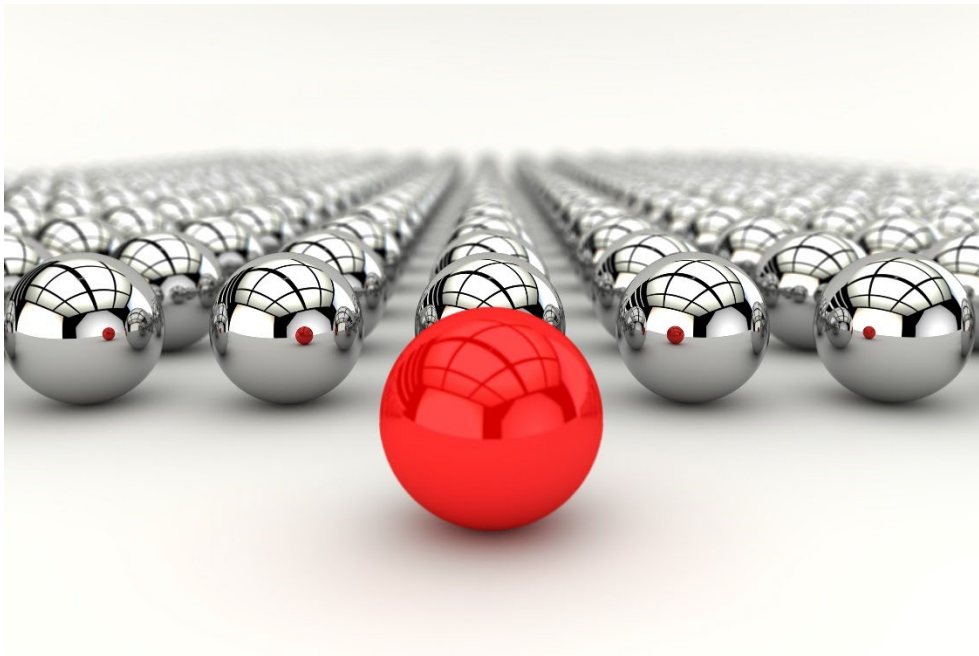
(Hughey, 2009)

### **Method 16: Critical Path**

This method focusses on the recourse problems which exist within a project. It determines the limited recourses in order to create a course of action to use the available recourses most effectively. (WhatIs, n.d.)

Every method and tool has its own unique characteristics and can best be employed for a certain project or planning-overview. One can utilize a combination of these instruments in order to efficiently achieve a main goal.

The following argumentation will explain why the two tools are used for the week-planning and term-planning.



(Strategy4seo, n.d.)

## Argumentation on Tools & Methods

### **Tools:** Moleskine Agenda & Printed Calendar

The Moleskine agenda is compact and one can easily carry it around. Furthermore, it is easy to modify appointments and events, and add essential information at any moment. Moreover, notions and keywords can always be added.

For the week-plan I use the Moleskine agenda, since I prefer to have my agenda with me all the time and do not want to be dependent on internet connection and planning software. In addition, I prefer to touch and feel my agenda and actually write everything down with a pencil.

The printed calendar provides me with the best overview of the most important events and deadlines and that is vital to be successful at this moment, especially to obtain my Propedeuse degree.

### **Method:** Work Breakdown Structure – WBS

This method is used in Project Management and System Engineering. It basically divides a project into smaller parts in order to create manageable sections.

Step 1 = Starting with the end goal.

Step 2 = Sub-dividing it into manageable components; size, duration and responsibility.

In this way one can see the “big picture” and determine which tasks have to be executed in a particular sequence. One may prefer to use this model because it starts with the end goal, and then subdivides the tasks that have to be executed.

For example: I want to obtain my Propedeuse this year, so I will have to work in an effective and structured way to achieve my end goal.

I can subdivide this goal in 4 terms in which I have to obtain 15 ECTS point in each. In order to receive these points, I have to pass all my assignments and exams.

As a result, this creates a significant amount of responsibility, because I have to perform very well, and subsequently have to be in a healthy status.

For example, the little steps which are interconnected:

1. Eat healthy and exercise
2. Do all mandatory homework and literature
3. Be disciplined
4. Finish assignments before the deadline

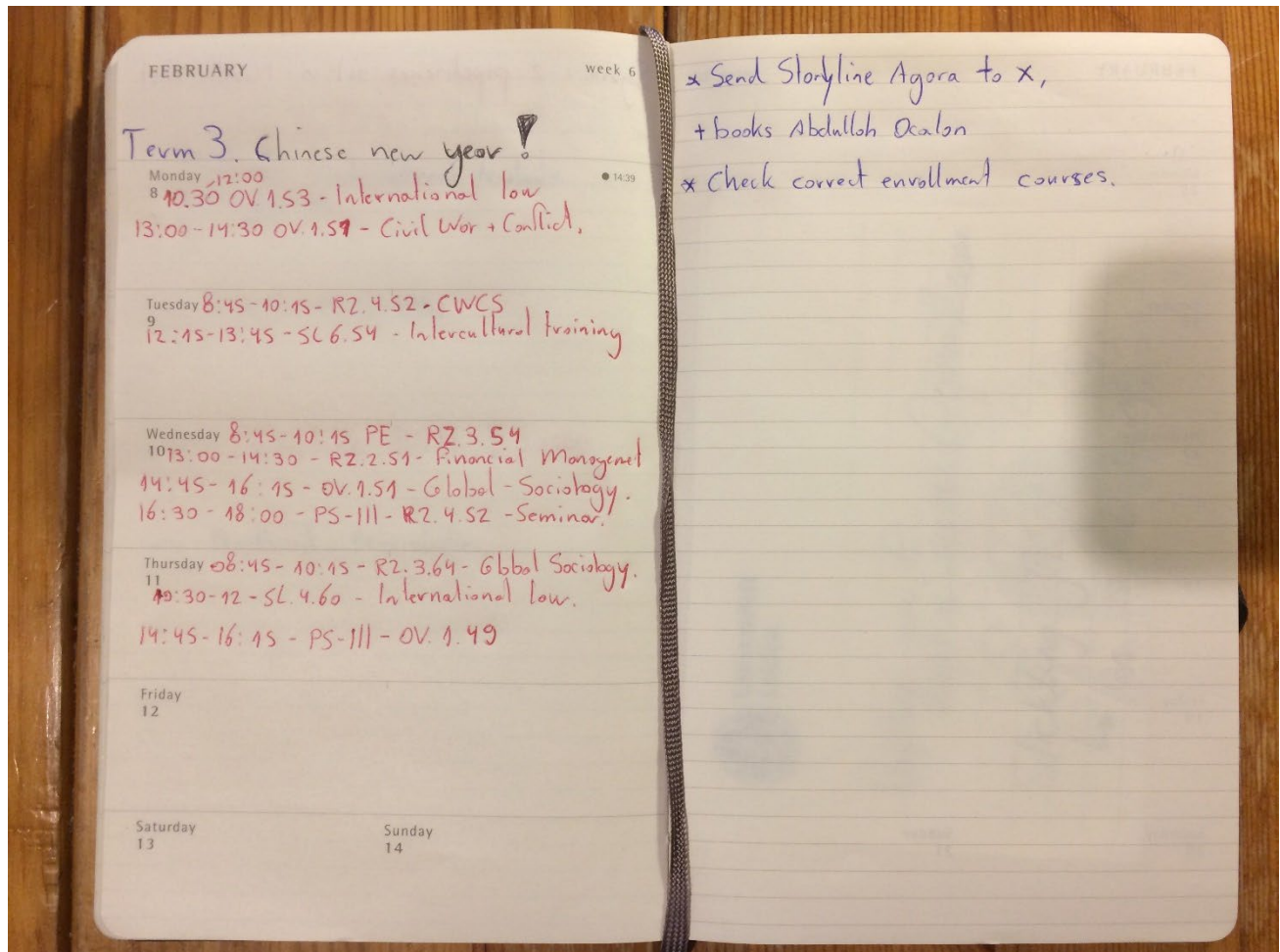
Initially it all starts with little unconnected steps, but eventually these elements will melt together and reinforce each other. The following picture demonstrates this very clearly.



(Afroozi, n.d.)

## Detailed Week Planning

Monday 8 February, 2016 until Sunday 14 February 2016



For weekly detailed planning I utilize my portable agenda. It provides me with a solid overview of what has to be done, and I can always add notes and reminders. I prefer to feel and touch my agenda, rather than having all my data in an online software program, since it gives me freedom and mobility.

The red color is utilized for mandatory essential classes of the IPM course, which indicates the highest priority. The notes at the right page are notions and reminders. There is no further distinction employed, therefore it remains clear and manageable.

The following 7 tables illustrate the detailed week-planning of the first week in term 3.

<b>Date &amp; Time</b>	<b>Monday 8 February 2016</b>
06:30-06:45	Wake up and stretch
06:45-07:15	Run in the Haagse Bos
07:15-07:30	Shower & Shave, dress up
07:30-08:15	Breakfast, NOS journal, and international news
08:15-08:30	Clean Kitchen
08:30-10:00	Prepare for first class of International Law
10:00-10:20	Walk to school
10:20-12:00	International Law
12:00-13:00	Prepare first class Civil War & Conflict Studies
13:00-14:30	Civil War & Conflict Studies
14:30-15:30	Summarize Inter. Law and Civil War and Conflict Studies
15:30-15:50	Walk home
15:50-16:30	Break, tea, music
16:30-17:45	Homework
17:45-19:00	Diner, relaxation
19:00-20:00	Prepare class Civil War and Conflict Studies
20:00-20:20	NOS News
20:20-21:00	Prepare class Civil War and Conflict Studies
21:00-21:45	Relax, Facebook, talk with friends
21:45-22:00	Clean Kitchen, brush teeth
22:00-06:00	Sleep

<b>Date &amp; Time</b>	<b>Tuesday 9 February 2016</b>
06:00-06:15	Wake up & Stretch
06:15-06:30	Bathroom
06:30-07:30	Prepare Civil War and Conflict Studies
07:30-08:15	Breakfast, International News
08:15-08:35	Walk to school
08:35-10:15	Civil War and Conflict Studies
10:15-12:15	Library, reading & homework
12:15-13:45	Intercultural Training
13:45-15:00	Summarizing classes
15:00-15:20	Walking home
15:20-16:30	Take a walk & doing groceries
16:30-17:45	Reading & Homework
17:45-19:00	Diner & Relax
19:00-20:00	Reading & Homework
20:00-20:20	NOS news
20:20-21:30	Reading & Homework
21:30-22:00	Relax & Bathroom
22:00-06:00	Sleep

<b>Date &amp; Time</b>	<b>Wednesday 10 February 2016</b>
06:00-06:15	Wake up & Stretch
06:15-06:45	Running in Haagse bos
06:45-07:05	Shower & Shave
07:05-08:15	Breakfast, International News
08:15-08:35	Walk to school
08:35-10:15	Professional English
10:15-12:15	Reading & Homework
12:15-13:00	Break & Lunch
13:00-14:30	Financial Management
14:45-16:15	Global Sociology
16:15-16:30	Break
16:30-18:00	Professional Skills III
18:00-18:20	Walk home
18:20-20:00	Diner & Relax
20:00-20:20	NOS news
20:20-21:30	Summarizing classes & Homework
21:30-22:00	Bathroom & Relax
22:00-06:00	Sleep

<b>Date &amp; Time</b>	<b>Thursday 11 February 2016</b>
06:00-06:15	Wake up & Stretch
06:15-07:30	Prepare class Global Sociology
07:30-08:15	Breakfast & International News
08:15-08:35	Walk to school
08:35-10:15	Global Sociology
10:15-10:30	Break
10:30-12:00	International Law
12:00-14:45	Library, summarizing homework
14:45-16:15	Professional Skills
16:15-16:35	Walk home
16:35-17:00	Shower & Shave
17:00-17:30	Dress up & pack backpack
17:30-18:30	Travel to Amsterdam
18:30-23:00	Eat and drink with friends
23:00-00:00	Travel home to Den Haag Central

<b>Date &amp; Time</b>	<b>Friday 12 February 2016</b>
09:00-09:15	Wake up & stretch
09:15-09:45	Run in Haagse Forrest
09:45-10:00	Shower and Shave
10:00-11:00	Clean apartment & do groceries
11:00-20:00	Mother comes from Utrecht to visit me and have diner
20:00-21:30	Travel to Amsterdam
21:30-07:00	Travel to Strasbourg France with bus

<b>Date &amp; Time</b>	<b>Saturday 13 February 2016</b>
07:00-23:00	Kurdish Party & Family in Strasbourg
23:00-07:00	Travel from Strasbourg to Amsterdam

<b>Date &amp; Time</b>	<b>Sunday 14 February 2016</b>
07:00-08:30	Travel from Amsterdam to The Hague
08:30-12:00	Sleep at home
12:00-13:30	Lunch with mother
13:30-14:00	Bring mom to central station
14:00-14:05	Walk home
14:05-16:30	Homework & prepare class
16:30-18:00	Diner & Relax
18:00-20:30	Homework & Prepare class
20:30-21:00	Shower & Shave
21:00-06:00	Sleep

## Study Plan for Term 3, from 08-02-2016 until 22-04-2016

Term 3 of the International Public Management Course in 2016 consists of 6 main courses, as the following picture illustrates. The colors are strictly used to make clear which courses are part of which term.

Program: BQ/ IPM				Variant: IPM												
Jaar 1	Blokken				Competenties	Elementen				Werkvorm (*aamveiligheidsplicht)	Contact-uren	Zelfstudie-uren	Studie-punten	Toetsvorm(en)	Deeltoetsen wegingsfactor	Toetsmoment
	1	2	3	4		I	B	D	S							
Onderwijsseenheid (* Kwalificatie eis voor BSA)	8															
Introduction to Public Administration *	X				1.1, 7.1					Lectures* Seminars*	30	54	3	Portfolio	100%	Week 9
Professional English / SCC	X	X	X	X	6.1; 6.2; 7.1	X	X		X	Seminars *	13	99	4	Quizzes 1 Written exam 1 Quizzes 2 Written exam 2 Quizzes 3 Written exam 3 Quizzes 4 Written exam 4	5% 20% 5% 20% 5% 20% 5% 20%	Week 2-4 (I1) Week 9 (I1) Week 2-4 (I2) Week 9 (I2) Week 2-4 (I3) Week 9 (I3) Week 2-4 (I4) Week 9 (I4)
Project 1.1	X				1.1, 2.1, 5.1, 7.1	X	X	X		Lectures Seminars*	30	54	3	Written exam	100%	Week 9
Research Skills	X				5.1		X	X		Lectures Seminars* Consultations	19	65	3	Individual Assignments	100%	Week 9
Professional Skills I: Applied Research 1	X				1.1; 5.1; 6.1		X	X		Lectures Seminars* Excursion*	20	8	1	Research Assignment 1 Research Assignment 2 Research Assignment 3	33% 33% 34%	Week 9
Comparative Politics	X				1.1; 2.1	X		X		Lectures Seminars*	30	82	4	Closed book exam Individual Paper	50% 50%	Week 9 Week 9
Introduction to International Relations		X			1.1; 2.1; 3.1	X				Lectures Seminars	30	82	4	Written exam 1 Written exam 2	50% 50%	Week 9 Week 9
Introduction to Economics		X			2.1		X			Seminars	24	88	4	Quizzes Exam	20% 80%	Week 9 Week 8
Project 1.2		X			1.1, 2.1, 4.1, 5.1, 6.1, 7.1	X	X			Lectures Group meetings*	30	54	3	Individual Assignment	60%	Week 10
Professional Skills II: Project and Management Skills 1		X			4.1; 5.1; 6.1		X			Lectures Seminars*	24	60	3	Management Assignment 1 Management Assignment 2 Management Assignment 3	33% 33% 34%	Week 9
Civil War and Conflict Studies			X		2.1; 3.1	X	X			Lectures Seminars*	30	54	3	Closed book exam	100%	Week 9
Global Sociology 1			X		1.1, 2.1, 6.1, 7.1					Lectures Seminars	30	54	3	Written Exam Individual Essay based on literature	50% 50%	Week 9 Week 9
International Law			X		1.1; 2.1; 5.2; 6.2; 7.2	X	X			Lectures Seminars	32	52	3	Closed book exam	100%	Week 9
Professional Skills III: Project and Management Skills 2			X		1.1; 2.1; 4.1; 5.1; 6.1		X			Lectures Seminars* Excursion**	26	58	3	Management Assignment 4 Management Assignment 5 Management Assignment 6	33% 33% 34%	Week 9
Financial Management			X		4.1		X			seminars	24	60	3	closed book exam	100%	week 9
Human Rights Law and Conflict Resolution			X		1.1; 2.1; 3.1; 6.1	X	X			Lectures / Seminars*	30	54	3	Written exam / individual Written assignment	50%/ 50%	Week 9
International Peacebuilding			X		2.1; 3.1; 4.1	X	X			Lectures / Seminars*	30	54	3	Written Assignment Closed book exam	50% 50%	Week 9 Week 9
Professional Skills IV: Applied Research 2			X		1.1, 4.1, 5.1, 6.1		X	X		Lectures Seminars* Excursion*	18	66	3	Research Assignment 4 Research Assignment 5 Research Assignment 6	33% 33% 34%	Week 9
Organization and Management			X		4.1		X			Lectures	24	88	4	Closed book exam	100%	Week 9

1: Professional English: Lectured by Mr Rick Arons. Consists of weekly quizzes which count for 20 % and a written exam at the end of term 3 which counts for 80%.

2: Civil War & Conflict Studies: Lectured by Mr Jasper van Koppen & Ms Jumi van de Velde. The comprehension of the course will be testes with a written exam at the end of term 3.

3: Global Sociology 1: Lectured by "X-no information available yet". The comprehension of the course will be tested with a written exam and an individual essay based on the literature, which both count for 50 %.

4: International Law: Lectured by Mr Jasper van Koppen & Ms Jumi van der Velde. The comprehension of the course will be tested with a closed book exam at the end of term 3.

5: Professional Skills III: Project and Management Skills 2: Lectured by X-unknown information. The course consists of 3 assignments which each count for 33.33 %

6: Financial Management: Lectured by Mr Ron Crijns. The comprehension of the course will be tested with a closed book exam at the end of term 3.

## Financial Plan

Every month I receive €1012,58 from DUO. My fixed costs are every month:

Rent: €375,- all. Inclusive

School fees: €216.78

Health Insurance: € 94.95

Food: €300,-

All together this is €985, - fixed costs every month. My parents and family provide me with all other necessary money and goods when I need them. I am aware that I am blessed with my fortunate position, and therefore I am very critical in spending money.

The following calendar illustrates the start of term 3 and the examination week. The deadlines are not known yet, therefore they are not implemented on the calendar. The red color denotes primary essential events & deadlines. The green boxes are examination weeks, and other colors utilized don't have any distinctive character.

☑ = exams. ☑ = KEY-essential.

3-Deadline resit!

**365 Januari 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
53						1	2 3
7	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	31

**365 Februari 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
5	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28
	29						

**365 Maart 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
9		1	2	3	4	5	6
10	7	8	9	10	11	12	13
11	14	15	16	17	18	19	20
12	21	22	23	24	25	26	27
13	28	29	30	31			

**365 April 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

**365 Mei 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
17							1
18	2	3	4	5	6	7	8
19	9	10	11	12	13	14	15
20	16	17	18	19	20	21	22
21	23	24	25	26	27	28	29
22	30	31					

**365 Juni 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
22			1	2	3	4	5
23	6	7	8	9	10	11	12
24	13	14	15	16	17	18	19
25	20	21	22	23	24	25	26
26	27	28	29	30			

**365 Juli 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

**365 Augustus 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

**365 September 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
35				1	2	3	4
36	5	6	7	8	9	10	11
37	12	13	14	15	16	17	18
38	19	20	21	22	23	24	25
39	26	27	28	29	30		

**365 Oktober 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30
44	31						

**365 November 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
44		1	2	3	4	5	6
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30				

**365 December 2016**

	Ma	Di	Wo	Do	Vr	Za	Zo
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	

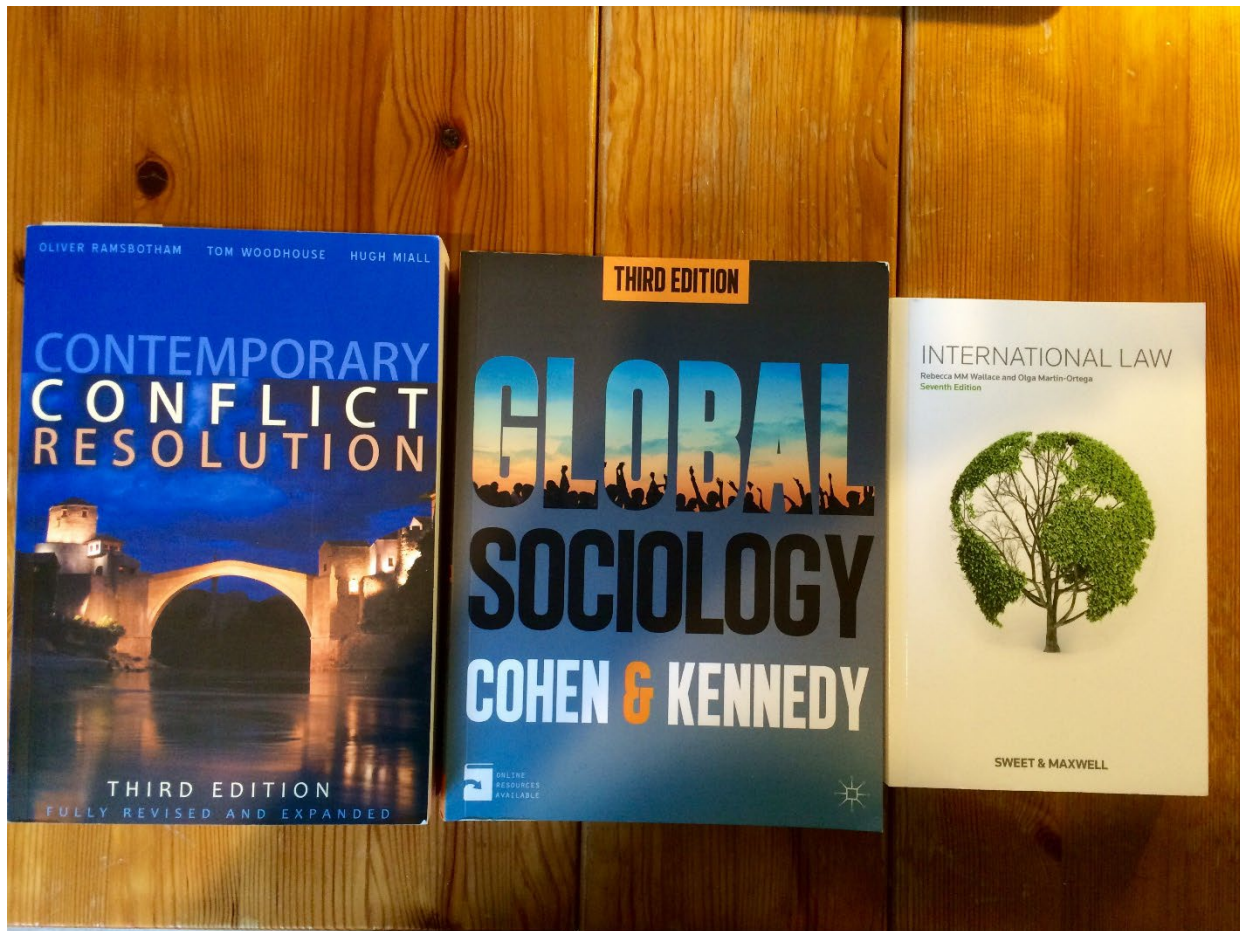
- 1 januari Nieuwjaarsdag
- 6 januari Drie koningen
- 7 februari Carnaval
- 14 februari Valentijnsdag
- 25 maart Goede vrijdag
- 27 maart 1e Paasdag
- 27 maart Zomertijd
- 28 maart 2e Paasdag
- 27 april Koningsdag

- 1 mei Dag van de arbeid
- 4 mei Dodenherdenking
- 5 mei Bevrijdingsdag
- 5 mei Hemelvaartsdag
- 8 mei Moederdag
- 15 mei 1e Pinksterdag
- 16 mei 2e Pinksterdag
- 6 juni Ramadan
- 19 juni Vaderdag

- 6 juli Suikerfeest
- 20 september Prinsjesdag
- 4 oktober Dierendag
- 30 oktober Wintertijd
- 11 november Sint maarten
- 5 december Sinterklaas
- 25 december 1e Kerstdag
- 26 december 2e Kerstdag
- 31 december Oudejaarsdag

- 1 Janu
- 6 Janu
- 14 feb
- 26 feb
- 26 ma
- 14 apr
- 16 apr
- 17 apr
- 27 apr

The following books are essential for solid comprehension of the courses in term 3. These books provide vital knowledge to function effectively as a public manager in a globalizing and interconnected world.



I regard myself as a very motivated and dedicated student, and I am very interested in the course curriculum. However, In the first term my planning was not very good, because I was still working on my assignments 4 days before the exams. It caused an enormous amount of pressure and at that moment I promised myself that I would never get in the same situation.

Nevertheless, I got some very good results for the exams and scored 2 times the highest score of the whole class; for the Comparative Politics a 9.4 & Project 1.1 a 9.7. This is important to mention, since I was actively present in all classes, which provided me with a solid comprehension of the course curriculum. These results fuel my motivation to do make a better planning schedule, and improve my professional approach to such deadlines and exams.

In addition, I am planning my exams in a structural way, and this will help me to improve my comprehension of the course curriculum and to obtain satisfying grades.

Term 2 proceeded significantly better, since I was used to the structure of lectures, workshops, homework readings, and assignments. Unfortunately, I failed the planning assignment, and this was a significant shock for me. However, I received solid feedback from Mr van Koppen, and that made me realize that I made several structural mistakes, especially the lack of in-text citation and references.

Term 3 has not started yet, and I don't have all the explicit complete information about the assignments, quizzes, homework readings and workshops. As a result, I can not plan term 3 in high detail. However, I have a certain course of action in my mind, which I can always modify.

The introduction week will advent on Monday February 8<sup>th</sup>, and I will make sure that I have read the first chapters from the three new books mentioned before, in order to be prepared in class.

In a nutshell: I will be extremely productive in the begin of the term, in order to finish all my assignments at least 10 days before my exams. Therefore, I will have a solid 10 days to study for my exams, and this will ensure that I obtain significant high grades.

#### **Week 1: 08-02-2016 until 14-02-2016**

This week will be an introduction week, in which the new courses and their purpose are presented. I will make sure that I have a read all chapters in advance, because that results in more enriching lectures.

Core Tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Determine what course of action I will utilize for all the vital assignments. This means I will make and employ a solid planning schedule which assists me to get the best out of myself.
- 5: Prepare the "Middle East Series" event in cooperation with the Lighthouse

#### **Week 2: 15-02-2016 until 21-02-2016**

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Prepare explicitly my assignments & subjects and ask Teachers for feedback and advice.

**Week 3: 22-02-2016 until 28-02-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Make a solid start with all my assignments & ask teachers for feedback
- 5: Start determine which promotion instruments to employ for Agora event

**Week 4: 29-02-2016 until 06-03-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Progress assignments at least 40%
- 5: Start actively promoting Agora event at school & social media

**Week 5: 07-03-2016 until 13-03-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Feedback on progress assignments from teachers, at least 60 % progress
- 5: Finalize promotion of Agora event

**Week 6: 14-03-2016 until 20-03-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Minimum of 80 % progress on assignments, ask final feedback from teachers
- 5: Host Agora event

**Week 7: 21-03-2016 until 27-03-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Finalize assignments, double check
- 5: Host Agora event

**Week 8: 28-03-2016 until 03-04-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Prepare for quizzes
- 3: Summarize all the course curriculum & review he previous summaries.
- 4: Start actively learning for the exams
- 5: Ask teachers for in-depth-explanation or course details

**Week 9: 04-04-2016 until 10-04-2016**

Core tasks:

- 1: Read all mandatory readings & Homework
- 2: Summarize all the course curriculum & review the previous summaries.
- 3: Actively learn for the exams

**Week 10: 11-04-2016 until 17-04-2016 = EXAMINATION WEEK.**

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