Module 6: Action planning: Using project resources in everyday hybrid work practices

MODULE TITLE	Action planning: Using project resources in everyday hybrid work practices
MODULE DURATION	125 min
OVERVIEW & GENERAL OBJECTIVE	**Overview**: In a hybrid work environment, it is crucial to know how to effectively use available project resources—such as time, people, tools, and budget—to support daily work processes and project goals. This module teaches participants to develop practical action plans for integrating project resources 1.5 hours into their everyday hybrid work practices, ensuring that resources are used effectively and team goals are met. **General Objective**: To enable learners to create actionable, resource-driven plans that help them utilise project resources effectively in their hybrid work routines, enhancing productivity, collaboration, and project success.

LEARNING OUTCOMES
Specific knowledge, skills, and attitudes, which the learners will acquire with the successful completion of the module are described.
2-4 per type

Knowledge:
After the completion of this module learners will be in a position to:
- List various resources available in hybrid work, such as digital tools, physical spaces, time management, budget allocation, and team members' roles.
- Choose effective methods for allocating and managing resources in hybrid settings, including remote and in-office teams.
- Show how well-defined action plans contribute to project milestones, reduce bottlenecks, and improve resource utilisation.
- Explain the need for flexibility and adaptability in managing resources to address the unique demands of hybrid work environments.

Skills:
After the completion of this module learners will be able to:

- Create specific action plans that outline how project resources will be used to achieve tasks and goals in both in-office and remote environments.
- Use project management tools to allocate resources like time, tools, and team members according to task priorities and workload balancing.
- Implement a process to track the use of resources, identify inefficiencies, and make adjustments as needed to ensure that resources are used effectively throughout a project's lifecycle.
- Use communication and collaboration tools to support efficient use of resources across hybrid teams, enhancing productivity and keeping all team members aligned.

Attitudes:
After the completion of this module learners will be able to:

- Evaluate the importance of careful resource allocation and planning to achieve project goals in hybrid settings.
- Build a sense of responsibility and ownership over how resources are used and managed within their roles.
- Cultivate a proactive approach to solving resource-related challenges that arise in hybrid work, focusing on finding innovative solutions.
- Justify a collaborative mindset that leverages the strengths of both remote and in-office team members to maximise resource use.

COURSE CONTENT

Introduction (10 minutes)

- Overview of hybrid work from a resource management and action planning perspective.
- Discussion on key resources to implement a hybrid work environment (e.g. time, tools, team roles, budget).

Resource Identification and Allocation (25 minutes)

- Explanation of the significance of resource allocation in hybrid work settings and its benefits.
- Activity: Group exercise on resource allocation for a sample project task, adjusting for hybrid team dynamics.

Action Plan Development (35 minutes)

- Translating data and insights into actionable recommendations.

- Guidance on structuring action plans that specify resource allocation for hybrid work, using the template from the project's eLearning platform.
- Hands-on exercise: Developing a resource-based action plan for a specific project or task, incorporating hybrid-friendly tools.

Monitoring and Adjusting Resource Usage (25 minutes)

- Discussing methods for tracking resource usage and identifying bottlenecks.
- Case study analysis: Evaluating a hypothetical project with resource allocation challenges, proposing adjustments.

Reflection and discussion (20 minutes)

- Facilitated reflection session to critically evaluate key aspects of hybrid work environments using targeted questions.

Knowledge assessment (10 minutes)

- Test participants' understanding of key concepts from Module 6 on hybrid work resource planning, action plans, and monitoring.

RECOMMENDED LITERATURE

[4 Best Resource Allocation Methods In Project Management](#)

[Resource Allocation: Definition, Methods and Examples | Glossary](#)

[https://www.forbes.com/consent/ketch/?toURL=https://www.forbes.com/councils/forbeshumanresourcescouncil/2021/08/12/10-first-steps-to-creating-a-productive-hybrid-work-environment/](#)

[Hybrid working: Guidance for people professionals | CIPD](#)

[What's a Modern Hybrid Workplace Strategy? (and How to Create One) | Robin](#)

[https://www.myhrtoolkit.com/hybrid-working-action-plan](#)