**TOOLSHEET:**
**5P’S FAST COLLABORATIVE PLANNING**

**PURPOSE**

What is the specific purpose or goal?
Make the statement as simple and straightforward as possible

*Type your answer here.*

**PRINCIPLES**

What principles are important to guide decisions and actions?
Think of these as the ‘tests’ the overall plan must meet

*Type your answer here.*

**PERFECT OUTCOME**

What is the perfect outcome?
Think about the benefits for stakeholders

*Type your answer here.*

**PLAN**

What are the key sub-goals and tasks?
Think about the various things-to-do and sort them into categories, with sub-goals and tasks to achieve the overall goal or purpose

*Type your answer here.*

**PRIORITIES**

What actions need to happen first?
Think about what to do first, who is going to do it and by when

*Type your answer here.*