



LESSON #7

# AVOID TSUNAMI SEASON WITH SMART LOAD LEVELLING

If all the deliverables are due at the same time, it leads to a tsunami for all of the people involved at each milestone. Load levelling evens out the workload which reduces stress and also improves the quality of work.

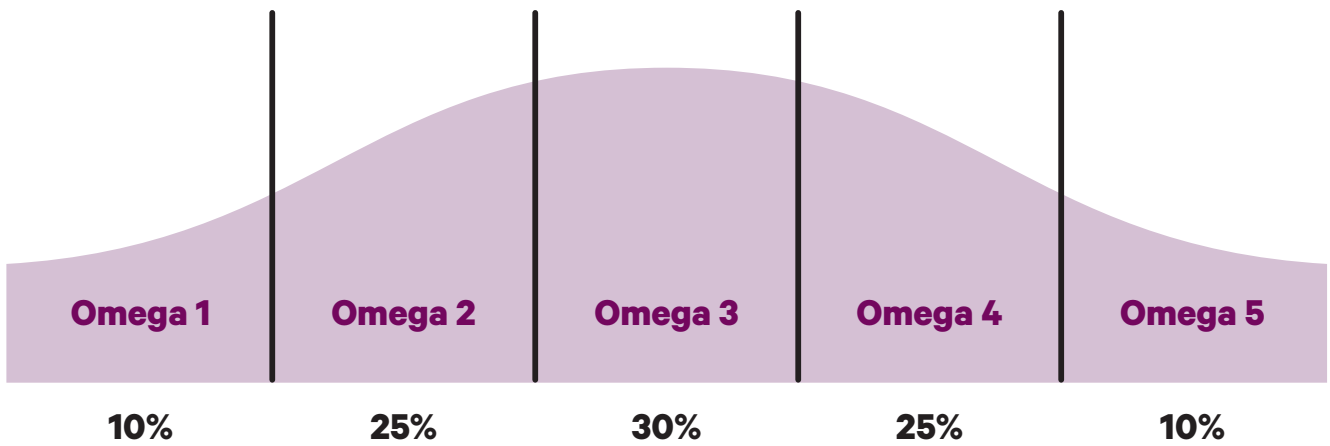
Depending on the number of deliverables and the duration of your bid period, you might want to assign your deliverables into 3 or 5 categories. As an example, 3 categories might mean some deliverables are finished a month before the deadline, most 2 weeks before the deadline and the rest in the final days before the deadline.

You can group deliverables based on their complexity, their sign-off requirements, their dependencies or even on team availability.

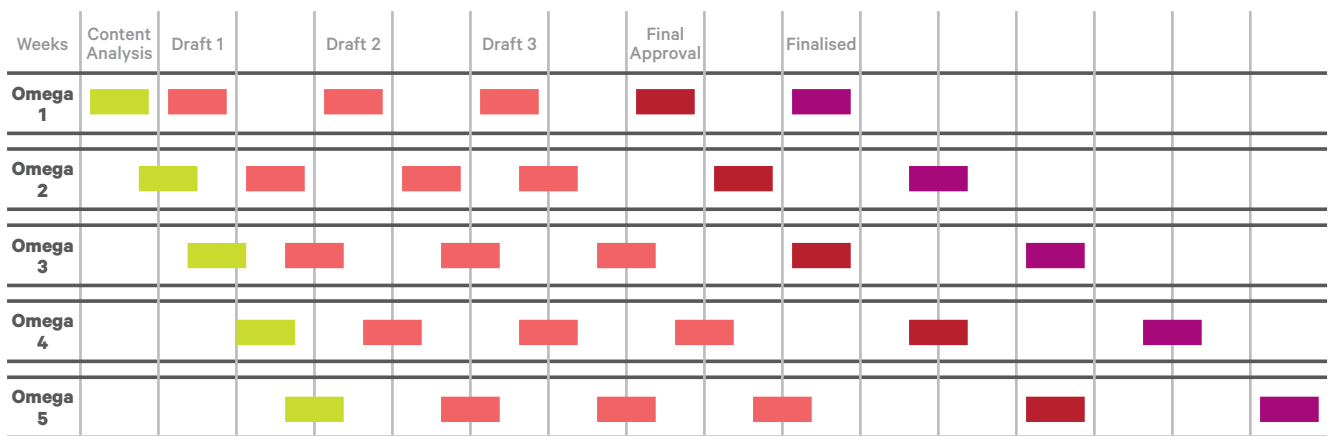
Mapping this out against your bid program, you get a bell curve of activity instead of an enormous amount of work required in one period.

Because we're cool, we've called these categories Omega categories.

## LOAD LEVELLING EVENS OUT THE WORKLOAD



## SAMPLE MILESTONES



Legend: Content Analysis (green), Draft Review (red), Final Approval (dark red), Finalised (purple)