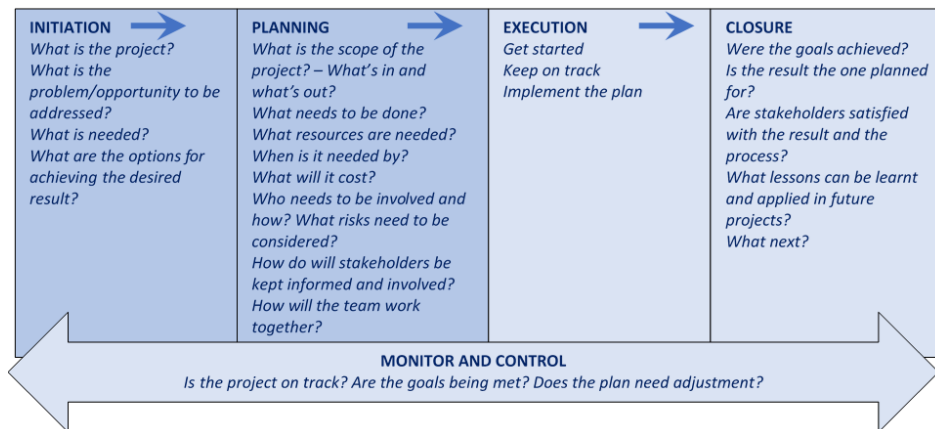


Project Planning

A project is a temporary group activity designed to produce a unique product, service or result. A project requires the use of human, financial and material resources in an organised way within constraints such as time, scope and design specifications to achieve the identified result. Project Planning is key to successful project delivery and focuses on developing a road map that everyone will follow. Remember this saying: **Failing to plan is planning to fail.**

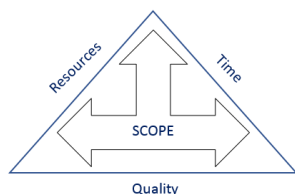
Project Life Cycle

The Project Planning Process encompasses the first and second phase of the project life cycle (Initiation and Planning) and drives the Execution and Closure phases, and the Monitoring and Control processes.



Project Planning Process

Through the Project Planning Process, the scope of the project is defined and a Project Plan is developed. The project plan identifies the cost, quality, available resources, the logical sequence of events and a realistic timetable. The project plan also includes baselines or performance measures. These are generated using the scope, schedule and cost of a project. A baseline is essential to determine whether a project is on track.



The Project Plan guides the project team to achieve the identified result while balancing the constraints of resources, time and scope. The "Triangle" is often used to illustrate that adjustment to any of these elements – resources, time, scope – will have a commensurate effect on the other elements and the quality of the final result.

The Project Plan also includes:

- > Who is responsible for what.
- > Who needs to be kept informed about what, and when.

Critical Documents

Critical documents, which together form the **Project Plan**, keep the project on track:

Project Brief – This is a summary of the Project Scope, written to be understood by technical and non-technical people. The purpose is to let the project sponsor and/or client know what to expect. The details are in the other documents. The Project Brief usually tells the story behind the project.

Scope Document – This defines the project objectives, deliverables, and key dates. It summarises project activities, often with reference to the Work Breakdown Structure and decision-making points in the project. It also explicitly identifies what are and are not to be outcomes or considerations for the project.

Project Team Organisation – This identifies 'who is responsible for what' and 'who reports to whom'.

Project Quality – This identifies what quality 'looks like' for the project and how will executing, monitoring and assessing quality be managed.

Procurement - This sets out what resources are required.

Work Breakdown Structure (WBS) – This is a visual representation that breaks down the scope of the project into manageable sections for the team. It provides the detail on tasks and their interrelationships.

Schedule – This is a visual timeline of project activity, often in the form of a PERT or Gantt Chart. This tool shows the dependencies between events (project logic) as well as when tasks are scheduled and how long each is expected to take. Significant milestones and project gates should be depicted.

Communication Plan – This plan is essential to ensure communication between all persons who need to be kept informed. It identifies who needs to know what, when and why, and who will tell them.

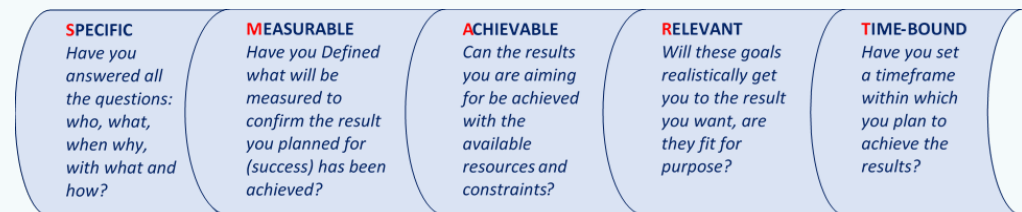
Risk Management Plan – This identifies foreseeable project risks – including unrealistic time and cost estimates, changing requirements and lack of committed resources – and how to control (eliminate or reduce) each risk.

Safety Management Plan – This details how hazards will be managed throughout the project. The content will depend on project scope, scale and complexity.

Some or all these documents might be combined into one document.

Setting Goals

The Project Plan needs to set Goals. Using the SMART goals model will set goals that can be tracked and achieved during the Execution phase, identify what is measured to inform the Monitoring and Control phase and allow the project team to know when to Close the project.



Reference Material

>A guide to the project management body of knowledge (PMBOK Guide). (2008). Retrieved from Project Management Institute, Inc. USA: https://www.works.gov.bh/English/ourstrategy/Project%20Management/Documents/Other%20PM%20Resources/PMBOKGuideFourthEdition_protected.pdf

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