





# **Module I – Team Work Management**

Topic 2: Plan, Priority & Productivity

Session 1: Project Planning



# Outline

- I- What is a Project Plan
- II- Project Plan Documents
- III- How to Create a Project Plan
- IV- Project Planning Terms
- V- Project Planning Steps



# I- What is a Project Plan?

- A project plan is a series of formal documents that define the execution and control stages of a project.
- It includes considerations for risk management, resource management and communications, while also addressing scope, cost and schedule baselines.







## II- Project Plan Documents

- Project Charter:
  - Provides a general overview of the project.
  - It describes the project's reasons, goals, objectives, constraints, stakeholders, among other aspects.





# (Project Plan Documents)

- Statement of Work (SOW):
  - It defines the project's scope, schedule, deliverables, milestones, and tasks.





# (Project Plan Documents)

- Work Breakdown Structure:
  - Breaks down the project scope into the project phases, subprojects, deliverables, and work packages that lead to your final deliverable.





# (Project Plan Documents)

- Project Plan:
  - This document is divided in sections to cover the following:
    - scope management,
    - quality management,
    - risk assessment,
    - resource management,
    - stakeholder management,
    - schedule management, and
    - the change management plan.







# III- How to Create a Project Plan

- The outline is divided in 6 steps:
  - Define your project's stakeholders, scope, quality, deliverables, milestones, success criteria and requirements.
  - Identify risks and assign deliverables
  - Organize your project team
  - List the necessary resources
  - Develop change management procedures
  - Create a communication plan





## IV- Project Planning Terms

- Deliverable
- Stakeholder
- Tasks
- Milestone
- Resources
- Tracking & Monitoring
- Budget



# V- The 12 Project Planning Steps

- 1) Outline the business case
- 2) Meet with key stakeholders
- 3) Define project scope
- 4) Assemble a project team
- 5) Determine a project budget
- 6) Set project goals & objectives





# (The 12 Planning Steps)

- 7) Outline project deliverables
- 8) Create a project schedule
- 9) Assign tasks to your team members
- 10) Do a risk analysis
- 11) Create your project plan
- 12) Report your progress





# 1) Outline the business case

- The business case outlines reasons why the project is being initiated, its benefits and the return on investment.







## 2) Meet with key stakeholders

- Identify who these key stakeholders are during the project planning process, from customers to regulators.





### 3) Define project scope

- This refers to the work required to accomplish the project objectives and generate the required deliverables.





## 4) Assemble a project team

- Gather a diverse group of experienced professionals to build a multi-disciplinary team that sees your project management plan from different perspectives.





## 6) Set project goals & objectives

- Goals are the results you want to achieve.
- Objectives are measurable actions that must be taken to reach your goal.





## 5) Determine a project budget

- You need resources such as equipment, materials, human capital, and of course, money.







## 7) Outline project deliverables

- A deliverable can be a good, service or result that is needed to complete a task, process, phase or a subproject.





## 8) Create a project schedule

- Schedules are made up by collecting all the tasks needed to reach your final deliverable, and setting them on a project timeline that ends at your deadline.



## 9) Assign tasks to your team

- Roles and responsibilities must be clearly defined, so they know what to do.





## 10) Do a risk analysis

- Scope risk
- Technical risk
- Schedule risk
- Other





# 11) Create your project plan

- Project charter
- Project schedule
- Project budget
- Project scope statement
- Risk management plan
- Change management plan
- Cost management plan
- Resource management plan
- Stakeholder management plan







## 12) Report your progress

- Construct a work breakdown structure (WBS)



Thank you