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Lesson Proper for Week 8

Project Management Plan: An Overview



After the project has been defined and the project team has been appointed, you are ready to enter the second phase in the project management life cycle: the detailed project planning phase.

Project planning is the heart of the project life cycle, and tells everyone involved where you're going and how you're going to get there. The planning phase is when the project plans are documented, the project deliverables and requirements are defined, and the project schedule is created. It involves creating set of plans to help guide your team through the implementation and closure phases of the project. The plans created during this phase will help you manage time, cost, quality, changes, risk and related issues. They will also help you control staff and external suppliers to ensure that you deliver the project on time, within budget and within schedule.



The project planning phase is often the most challenging phase for a project manager, as you need to make an educated guess about the staff, resources, and equipment needed to complete your project.

The purpose of the project planning phase is to:

- Establish business requirements
- Establish cost, schedule, list of deliverables and delivery dates
- Establish resource plans
- Obtain management approval and proceed to the next phase.

The basic processes of project planning are:

- Scope Planning – specifying the in-scope requirements for the project to facilitate creating the work breakdown structure
- Preparation of Work Breakdown Structure – spelling out the breakdown of the project into tasks and sub-tasks.
- Project Schedule Development – listing the entire schedule of the activities and detailing their sequence of implementation
- Resource Planning – indicating who will do what work, at which time, and if any special skills are needed to accomplish the project tasks.
- Budget Planning – specifying the budgeted cost to be incurred at the completion of the project
- Procurement Planning – focusing on vendors outside your company and subcontracting
- Risk Management – planning for possible risks and considering optional contingency plans and mitigation strategies.
- Quality Planning – assessing quality criteria to be used for the project
- Communication Planning- designing the communication strategy with all project stakeholders

The planning phase refines the project's objectives, which were gathered during the initiation phase. It includes planning the steps necessary to meet those objectives by further identifying the specific activities and resources required to complete the project.





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