

## **EPM 8 - Overview of Project Planning**

### **Project Planning**

1. After the project charter is approved, the Project Initiation phase is complete and you are ready to proceed to the Project Planning phase.
2. When the Project Planning phase is complete, you are ready to proceed to Project Implementation
3. Project planning is the second major project phase and the second of the five process groups identified in PMBOK.
4. After the project charter is approved, the Project Initiation phase is complete and you are ready to proceed to the Project Planning phase.
5. When the Project Planning phase is complete, you are ready to proceed to Project Implementation

### **Purpose of the project planning phase**

1. Establishing business requirements.
2. Establishing cost, schedule, list of deliverables, and delivery dates.
3. Establishing a resource plan.
4. Getting management approval and proceeding to the next phase.

### **Basic processes of project planning**

1. Scope planning
2. Preparing the Work Breakdown Structure
3. Project schedule development
4. Resource planning
5. Budget planning
6. Procurement planning
7. Risk management
8. Quality planning
9. Communication planning
10. Stakeholder management planning

### **Scope planning**

1. Determining the scope is a key piece of being able to prepare a plan.
2. What is in?
3. What is out?
4. Make it
  - a. Specific
  - b. Measurable

### **Preparing the WBS Work breakdown structure**

List of all tasks and subtasks required to achieve the scope (produce the deliverables)

### **Project Schedule Development**

1. How long will each task on the WBS take?
2. What are the relationships between the tasks?
  - a. Independent
  - b. Direct Precedence
  - c. More complex relationships

### **Resource Planning**

What resources are required to carry out each task on the WBS?

1. Human
2. Budget
3. Specialized equipment
4. Etc.

**Budget Planning**

1. What is the required budget?
2. When during the project will the amounts be needed?
3. Is an external source of funding required?
4. Etc.

**Procurement Planning**

Will equipment/supplies/software/etc. be purchased from another organization in order to carry out the project?

**Risk Management**

1. What can you anticipate in the way of unknowns that might impact the project?
2. Can you eliminate/reduce/mitigate the impacts of these risks? How?

**Quality Planning**

1. What is the required quality?
2. How will it be measured?

**Communication Planning**

1. What kinds of communication will be required throughout the project?
  - a. With the team
  - b. With the sponsor
  - c. With other stakeholders
2. What forms of communication will you use?
  - a. Formal, informal, written, oral
3. What is the planned frequency of communication?

**Stakeholder Management Planning**

1. The project initiation phase identified the stakeholders
2. During the planning phase
  - a. Additional stakeholders may be identified
  - b. Detailed plans are made about the format and frequency of communications with each stakeholder group
  - c. Tools are identified which can be used to track and control the relationships between the stakeholders and the project

**Summary**

1. The project Planning phase includes Scope planning, Work Breakdown Structure, Project schedule development, Resource planning, Budget planning, Procurement planning, Risk management, Quality planning, Communication planning and Stakeholder Management Planning
2. When the project plan is approved by the sponsor, you are ready to proceed to implementation