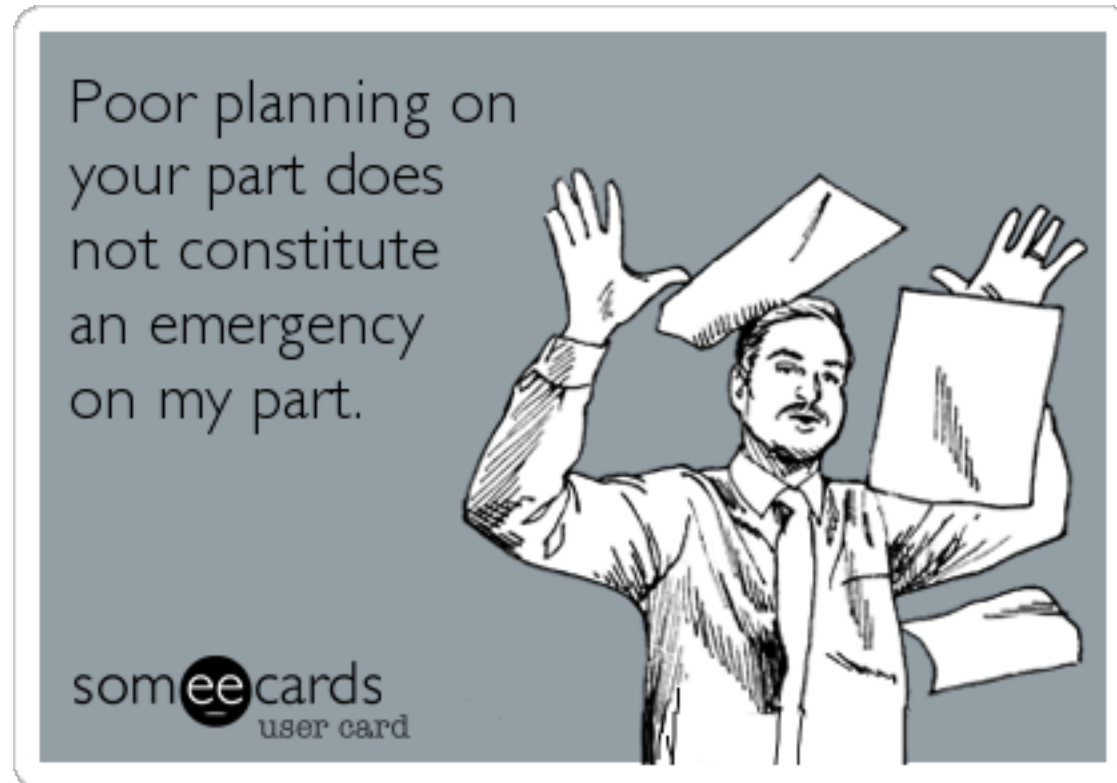# Overview of Project Planning

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# The Problem



Poor planning on your part does not constitute an emergency on my part.

someecards user card

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# Why Care

# The Solution

# Project Planning

- After the project charter is approved, the Project Initiation phase is complete and you are ready to proceed to the Project Planning phase.

- When the Project Planning phase is complete, you are ready to proceed to Project Implementation

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# Project Planning

- Project planning is the second major project phase, and the second of the five process groups identified in PMBOK.

- After the project charter is approved, the Project Initiation phase is complete and you are ready to proceed to the Project Planning phase.

- When the Project Planning phase is complete, you are ready to proceed to Project Implementation

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# Purpose
## of the project planning phase

- Establishing business requirements.
- Establishing cost, schedule, list of deliverables, and delivery dates.
- Establishing resources plan.
- Getting management approval and proceeding to the next phase.

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# Basic processes
## of project planning

- Scope planning

- Preparing the Work Breakdown Structure

- Project schedule development

- Resource planning

- Budget planning

- Procurement planning

- Risk management

- Quality planning

- Communication planning

- Stakeholder management planning

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# Scope planning

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

# Preparing the WBS

Work breakdown structure:

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

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# Project Schedule development

- How long will each task on the WBS take?

- What are the relationships between the tasks?
  - Independent
  - Direct Precedence
  - More complex relationships

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# Resource Planning

- What resources are required to carry out each task on the WBS?
  - Human
  - Budget
  - Specialized equipment
  - Etc.

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# Budget Planning

- What is the required budget?

- When during the project will the amounts be needed?

- Is an external source of funding required?

- Etc.

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# Procurement Planning

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

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# Risk Management

- What can you anticipate in the way of unknowns that might impact the project?

- Can you eliminate/reduce/mitigate the impacts of these risks? How?

# Quality Planning

- What is the required quality?
- How will it be measured?

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# Communication Planning

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

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# Stakeholder Management Planning

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

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# Summary

- 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

- When the project plan is approved by the sponsor, you are ready to proceed to implementation

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# Questions?