

# Project Planning

- The key to a successful project is in planning
- Planning is the first thing you do when undertaking a project
- reflects the current status of all project activities and is used to monitor and control the project.
- The value of project planning
  - saving money
  - saving time
  - saving many problems

# Types of Project Planning



## 1. Initial Planning

- is the schedule containing those activities that will allow you to begin the assessment procedure.
- Includes risk assesement and details on Gantt chart and schedules.

# Types of Project Planning

## 2. Reference planning

- At the end of the 'define' phase we may have modified the 'initial' plan to take into account areas that have been omitted.
- As a result we may wish to modify it before the risk management process begins in earnest. This will become a 'reference' plan.
- also know as 'baselining' a plan for later comparison purposes.

# Types of Project Planning

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## 3. Base Plan

- Done after the risk management and reference plan
- contain milestones and cost data and cash flow information, resource allocation

# Types of Project Planning

## 4. Contingency plan

- plans put into place on the chance that a risk will happen.
- a 'trigger' will exist to implement the plan
- Trigger minimizes any time delays
- These plans will represent the response to a particular risk threat
- They are 'reactive' plans.

# Types of Project Planning

## 5. Horizon Plan


- No plan ever goes as expected and the longer the time period the more uncertainty exists.
- project must be split into parts containing key milestones or phases
- As one milestone is reached another appears on the 'horizon'.
- As a horizon approaches there will need to be action plans to prepare for this.

# Types of Project Planning



## 6.Action plans

- are put in place prior to a horizon approaching to begin the detailed planning
- action plans themselves are well developed and can be implemented straight away.



**ANY QUERIES???**