

Planning and Specification

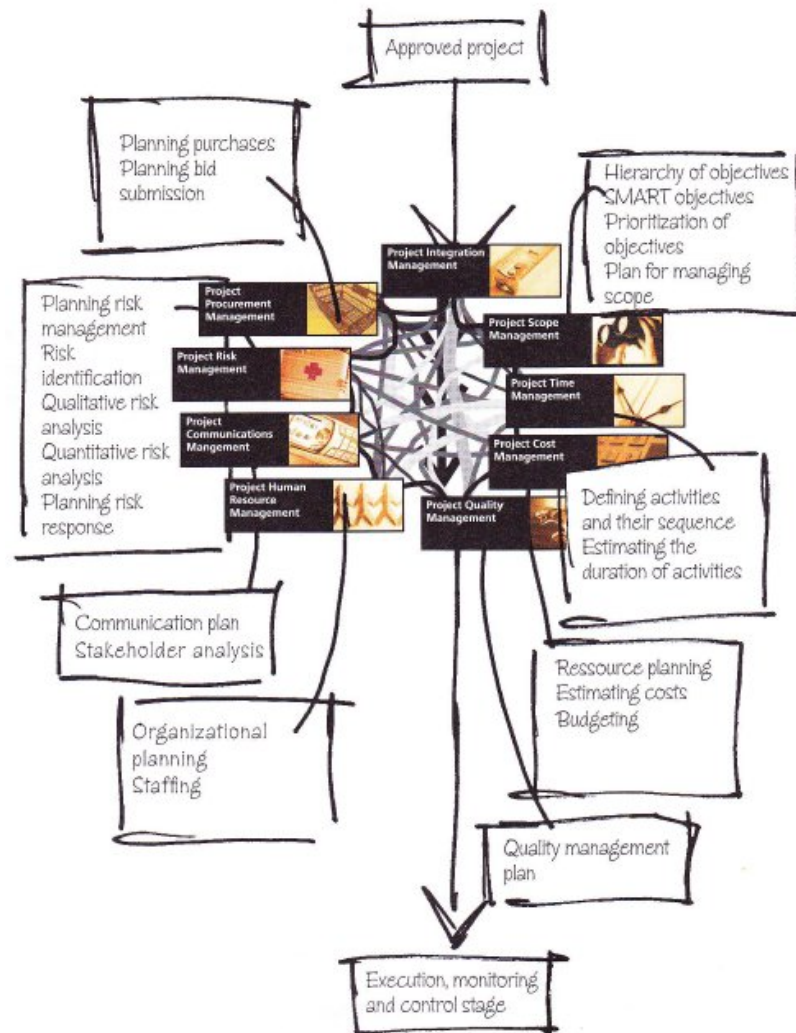


After this lesson you will

- **Overview**
 - Know the purpose and content in the planning and specification phase
- **Estimation of Scope and Content**
 - Know different estimation techniques
 - Be able to estimate a small project
- **Planning and scheduling of time**
 - Be able to explain the relationship between estimate, resources and project plan
 - Be able to plan and schedule a small project
 - Be able to identify the resource needs for a project
 - Know different planning visualizations like: milestone planning, GANTT-charts, planning boards, PERT-diagrams, and be able to explain why and when you would choose each technique



Overview



Kousholt (2012e: 232)

The purpose of the Planning and Specification phase (1:2)



- Is to develop the **project plan**
- At the end of the phase the project plan will contain:
 - A project description (scope document) with the project's purpose, (sub)goals, and measurable success criteria
 - An overview of activities, including their planned start and end dates, allocation (responsibility), and possibly the costs for each activity.
 - Directions on how and when the progress on the project will be checked (e.g. w.r.t. scope, time, and cost)
- All approved by the (relevant/primary) stakeholders

The purpose of the Planning and Specification phase (2:2)



- The plan does not solve anything in itself, but
 - provides greater insight into the job
 - documents assumptions and choices made
 - constitutes a tool for progress management and comparing actual with planned

Planning and Specification phase process



- **Goal hierarchy** is developed (why, when, how measure)
- **Work packages** are identified and the list of **activities**
- **Activities** are estimated
- **Sequence, duration** and responsible **persons** for each activity is defined
- **Schedule** (timetable) is developed, possibly incl. **costs**