

Basic project planning

Introduction

Project planning is one of the most critical stages of software development. It is an important part of commencing any new project. That's because it serves as a roadmap that shows the project phases, as well as their start and end dates and dependencies.

By the end of this reading, you should recognize the importance of project planning and be familiar with the different project planning stages.

Overview of project planning stages

There are five clear stages in the project planning process. These stages are as follows:

- Project performance and success rates
- Clear objectives
- Resource allocation
- Communication
- Project-specific training

Let's explore each of these stages in more detail.

Project performance and success rates

Project planning involves comprehensive mapping and organization of project goals, tasks, schedules, and resources before anyone assigns project roles and the team starts implementing the plan. With proper planning in place, you can boost the project performance and success rates of a team.

Clear objectives

Having a clear idea of what needs to be achieved greatly increases the likelihood that you will do it. But, without a concise objective from the start, the project will be complicated. If the team isn't clear on what they are working on, it's almost impossible to know when the project is completed. Proper planning helps the team focus on the most important things: the objectives and the end goal.

Resource allocation

Planning out a project will tell you how many team members you need to execute the project. The plan also allows project managers to monitor which resources have been allocated and thus avoid excessive allocation.

Communication

Planning helps communication. With good communication, every team member knows what is required of them beforehand. A well-written plan will help you communicate key details, making it seamless for you and your entire team to complete specific tasks. Listening to their input and ideas is also a great way to achieve buy-in and foster the commitment of every team member.

Project-specific training

Project planning ensures team members have the technical know-how to execute the assigned tasks and identifies talent pipelines to provide an adequate supply of trained talent throughout the project's lifecycle.

And those are the basics of project planning!

Conclusion

You should now be familiar with the different stages of the project planning process. You must ensure that you work through these stages when planning your projects.