

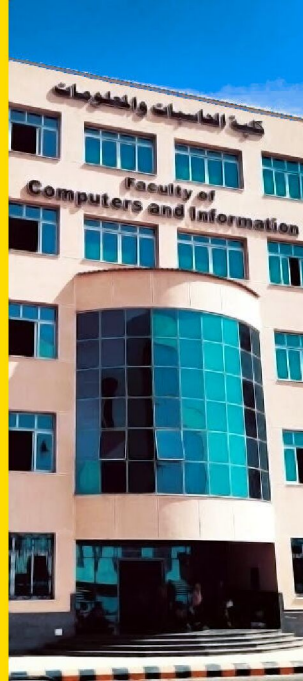


# IS221: Project Management

## WEEK-05: Project Planning and Control

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# Project Planning and Control

- project planning and control cycle which is at the heart of project integration
- where the project manager is responsible for coordinating the contributions of all the project participants to meet or exceed the stakeholders needs and expectations.

## Definition (project integration management)

the process required to ensure that the various elements of the project are properly coordinated.



# Project Planning Steps

## ■ Project Charter

- is a document which officially formalizes the project, it should outline the purpose of the project, the beneficial changes and key objectives, together with the means of achieving them.

## ■ Feasibility Study

- develops the project charter and project brief into a project proposal and build method. It offers a structured approach for identifying the stakeholders and assessing their needs, together with investigating other options and alternatives.

## ■ Scope Management

- defines what the project includes and just as importantly what is not included in order to meet the stated objectives.



# Project Planning Steps

- Work Breakdown Structure (WBS)

- is one of the key scope management tools used to sub-divide the scope of work into manageable work packages which can be estimated, planned, assigned and controlled

- Organization Breakdown Structure (OBS)

- the OBS or responsibility matrix links the WBS work packages to the company, department or person who is responsible for performing the work

- Critical Path Method (CPM)

- uses a network diagram to present the work packages and activities in a logical sequence of work which is developed from the build method and other constraints (internal and external)



# Project Planning Steps

- Schedule Barchart

- is one of the best and most commonly used means of communicating schedule information. It enables the project participants to easily walk through the sequencing of the project's work.

- Procurement Schedule

- the make or buy decision will determine if the bill of materials is a procurement issue or a resource issue.

- Resource Histogram

- the resources required to complete the work outlined in the schedule barchart are forecast and compared with resources availability.



# Project Planning Steps

## ■ Budgets and Project Cash-Flow

- the project accounting process not only establishes and assigns budgets to all the work packages, but also determines the project's cashflow.

## ■ Communication Plan

- includes the process required to ensure proper collection and dissemination of project information. It consists of communication planning, information distribution (lines of communication), a schedule of project meetings, progress reporting and administrative.

## ■ Project Quality Plan

- outlines a quality management system (quality assurance and quality control), designed to guide and enable the project to meet the required condition.



# Project Planning Steps

- Risk Management Plan

- includes the process of identifying, analyzing, and responding to project risk. It consists of risk identification, risk quantification and impact, response development and risk control.




- Baseline Plan

- may be considered as a portfolio of documents which outline how to achieve the project's objectives. The level of detail and accuracy will depend on the project phase and complexity.





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