Project Managment

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Project plan

- **project plan**, according to the Project Management Body of Knowledge (PMBOK), is: "...a formal, approved document used to guide both *project execution* and *project control*. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among *project stakeholders*, and document approved scope, cost, and schedule *baselines*. A project plan may be summarized or detailed

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Project plan

What's more, project planning helps us to answer a variety of questions with confidence. For instance:

- Can it be done?
- Will it be finished on time?
- How much will it cost?
- Is it viable?
- Will it work?
- How can we be sure if it will deliver the right benefits?
- What if we change something?
- How much progress have we made?
- What if someone is ill or unavailable?

https://resources.workfront.com/project-management-blog/how-to-write-project-plan

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Project plan

It is prepared by the project manager during the earliest stages of the project and refined as the project proceeds. The plan should include the following information along with resources and costs:

- **Stages** – periods of a project when work is done,
- **Work packages** – a grouping of activities with defined scope, time-scale and cost that only one person is responsible for delivering,
- **Activities** – components of work that must be delivered to complete the project,
- **Milestones** – major events with zero duration that normally depict the start of a stage,
- **Deliverables** (products) – output produced by the project and defined in the business case,
- **Reviews** – a checkpoint where a deliverable (or the entire project) is evaluated against the business goals, and
- **Interdependencies** – when a deliverable can only be achieved when a deliverable from another work package (or project) is completed.

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Project plan

Building the schedule plan considers:

- the project's **products**,
- the **resources** needed to deliver each product,
- **effort** and **costs** associated with each product, and
- **time-scales** for the project.
- Planning time-scales and budgets is the final step in writing the project plan.

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Gantt charts

- A Gantt chart is a type of bar chart that illustrates a project schedule and shows the dependency relationships between activities and current schedule status.

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A typical Gantt chart is made up of several elements.

Below I have listed down the major elements which will help you in reading the Gantt Chart with ease:

- **Tasklist:** It runs vertically down at the left of the Gantt Chart and helps in describing the project work. You can also organize the project tasks into groups and subgroups here.
- **Timeline:** It runs horizontally across the top of the Gantt Chart. It represents months, weeks, days, and years for keeping track of time.
- **Dateline:** It is a vertical line that highlights the current date on the Gantt chart.
- **Bars:** These are the horizontal markers on the right side of the Gantt Chart. These bars represent the tasks and show progress, duration, and start and end dates of each of the tasks involved in project completion.
- **Milestones:** These are the yellow diamonds that appear in between the Bars which represent major events, dates, decisions, and deliverables.
- **Dependencies:** These are the light gray lines that join the tasks that need to be carried out in a specific order.
- **Progress:** This is represented by % Complete and/or bar shading which indicates the progress of project work.
- **Resource assigned:** This represents the person or team responsible for completing a task

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Benefits of Gantt Chart in Project Management

- Better Transparency
- Improved Communication
- Provides Motivation
- Refined Coordination
- Enhances Creativity
- Improved Time Management
- Better Manageability
- Greater Flexibility

https://www.edureka.co/blog/gantt-chart-in-project-management/

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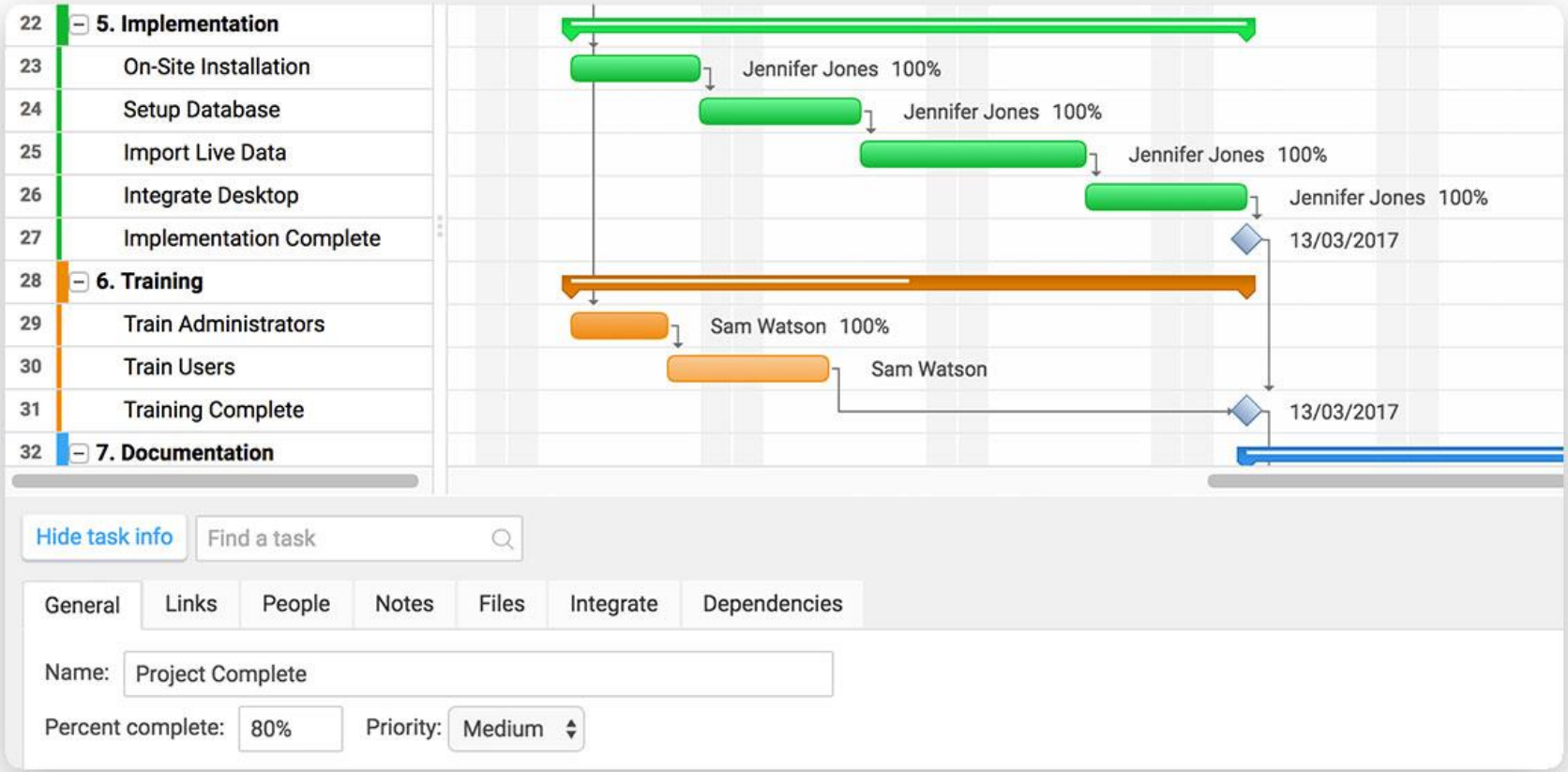
Project plan



https://www.projectmanager.com/blog/sample-project-plan-next-project

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Project plan

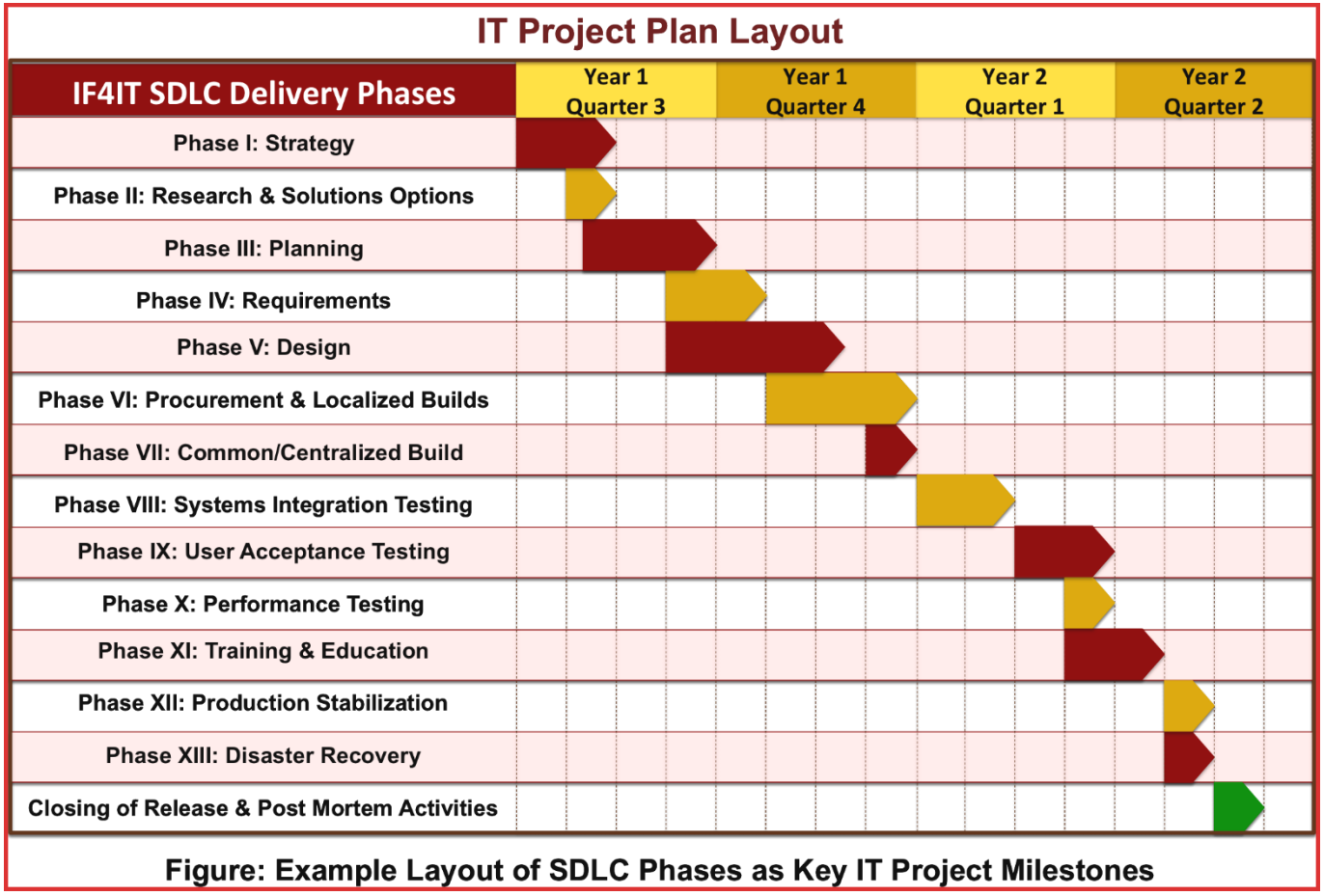

Figure: Example Layout of SDLC Phases as Key IT Project Milestones

http://formaletter.com/project-plan-sample/

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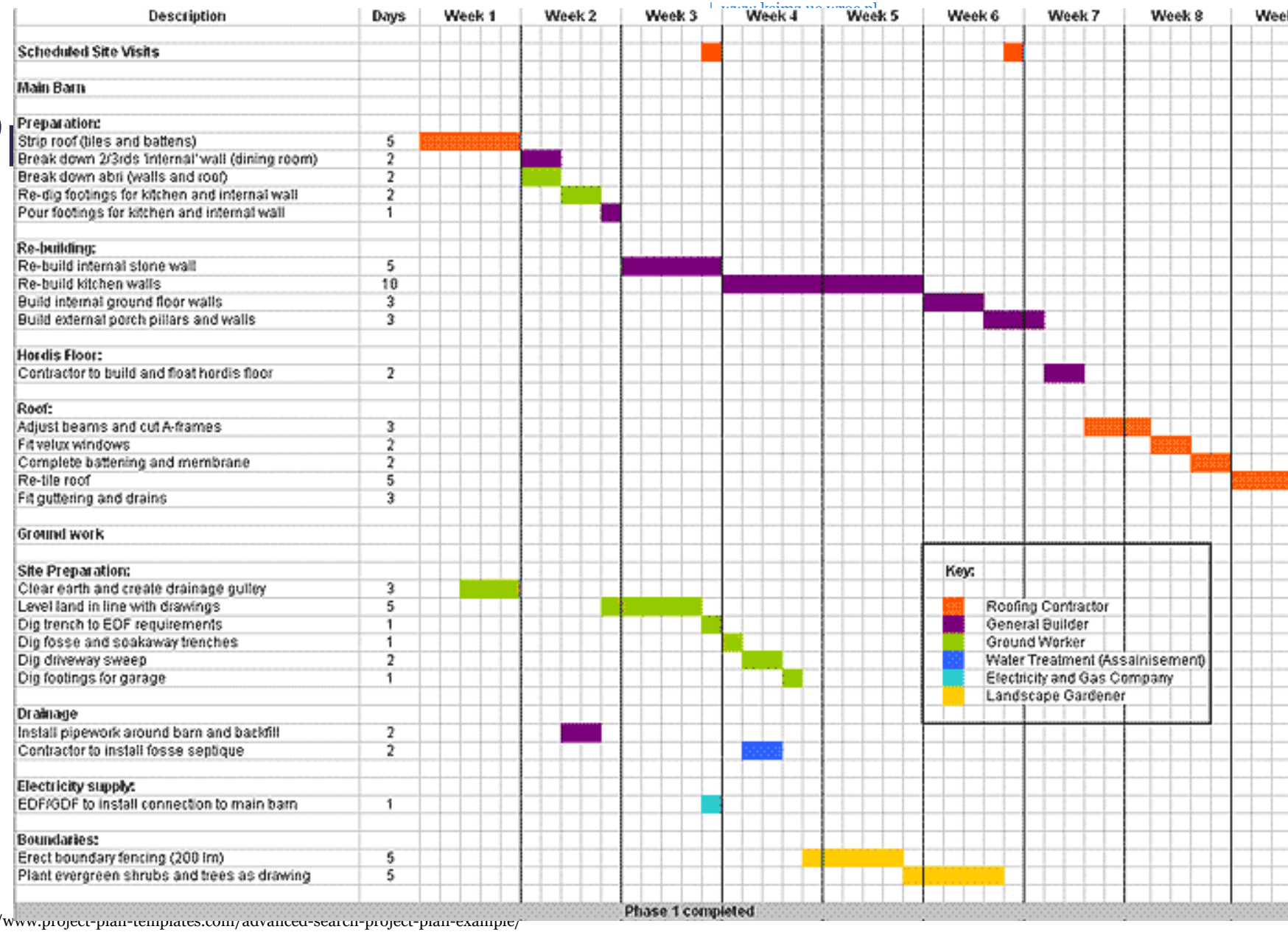

http://www.project-plan-templates.com/advanced-search-project-plan-example/

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Project plan

	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	**Performance Test Planning Example (Based on 5 Use Cases)**	**10.6 days?**	**Mon 03/03/14**	**Mon 17/03/14**		**Project manager ¦ Account manager**
2	**Scoping / Statement of Work (SOW)**	**2.25 days?**	**Mon 03/03/14**	**Wed 05/03/14**		**Senior Performance Consultant ¦ Performance Consultant**
3	Execute scoping exercise with customer	1 day?	Mon 03/03/14	Mon 03/03/14		
4	Create full SOW / project plan	1 day?	Tue 04/03/14	Tue 04/03/14	3	
5	Sign-off SOW	0.25 days?	Wed 05/03/14	Wed 05/03/14	4	
6	**Design**	**4 days?**	**Wed 05/03/14**	**Tue 11/03/14**	**2**	**Project Manager ¦ Performance Consultant**
7	Project kick-off meeting	0.25 days?	Wed 05/03/14	Wed 05/03/14		
8	Build and validate scripts	3 days?	Wed 05/03/14	Mon 10/03/14		
9	Build and validate performance test scenarios	1 day?	Mon 10/03/14	Tue 11/03/14	8	
10	**Iterative execution and analysis**	**2.6 days?**	**Tue 11/03/14**	**Thu 13/03/14**	**6**	**Performance Consultant**
11	**Pipeclean**	**0.35 days?**	**Tue 11/03/14**	**Tue 11/03/14**		
12	Execution - Real time feedback	0.25 days?	Tue 11/03/14	Tue 11/03/14		
13	Establish baseline / adjust load model	0.1 days?	Tue 11/03/14	Tue 11/03/14	12	
14	**Volume**	**0.5 days?**	**Tue 11/03/14**	**Wed 12/03/14**	**11**	
15	Execution - Real time feedback	0.25 days?	Tue 11/03/14	Tue 11/03/14		
16	Interim report	0.25 days?	Tue 11/03/14	Wed 12/03/14	15	
17	**Stress**	**0.5 days?**	**Wed 12/03/14**	**Wed 12/03/14**	**14**	
18	Execution - Real time feedback	0.25 days?	Wed 12/03/14	Wed 12/03/14		
19	Interim report	0.25 days?	Wed 12/03/14	Wed 12/03/14	18	
20	**Soak**	**0.75 days?**	**Wed 12/03/14**	**Thu 13/03/14**	**17**	
21	Execution - Real time feedback	0.5 days?	Wed 12/03/14	Thu 13/03/14		
22	Interim report	0.25 days?	Thu 13/03/14	Thu 13/03/14	21	
23	**Configuration**	**0.5 days?**	**Thu 13/03/14**	**Thu 13/03/14**	**20**	
24	Execution - Real time feedback	0.25 days?	Thu 13/03/14	Thu 13/03/14		
25	Interim report	0.25 days?	Thu 13/03/14	Thu 13/03/14	24	
26	**Closure**	**1.75 days?**	**Thu 13/03/14**	**Mon 17/03/14**	**10**	**Senior Performance Consultant ¦ Performance Consultant**
27	Data collection / uninstall	0.5 days?	Thu 13/03/14	Fri 14/03/14		Performance Consultant
28	Produce final performance closure report	1 day?	Fri 14/03/14	Mon 17/03/14	27	Senior Performance Consultant ¦ Performance Consultant
29	Present findings to client	0.25 days?	Mon 17/03/14	Mon 17/03/14	28	Senior Performance Consultant ¦ Project Manager ¦ Account Manager
30						

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Case study

- Please prepare Gantt chart for your project
- Remember chart should have elements listed on slide 7
- Templates which can help:
  - https://templatelab.com/gantt-chart-templates/