

3. Project Planning & Scheduling

* Project Planning:

- most imp. part of the project life cycle.
- it tells what is to be achieved & how.
- In this phase,
 - project plans are documented
 - Requirements & objectives are defined.
 - Project schedule is created.
- it is a crucial ~~phase~~ ^{stage} that comes right after initiation in project management phase.
- Through proper planning, we streamline the entire project into a series of steps & make sure that all the resources are available on time.
- Project constraints such as time, cost & scope are discussed in the project planning process & mitigation plans are developed after the identification of potential risks.

Basic Processes of Project Planning:

- Scope planning
- Preparation of the WBS
- Project Schedule Development
- Resource planning
- Budget planning
- Procurement planning
- Risk Management
- Quality Planning
- Communication Planning.

* Project Scheduling:-

- Scheduling in project mgmt is the listing of activities, deliverables & milestones within a project.
- A schedule usually includes the planned start & finish date, duration & resources assigned to each activity.

* Benefits of project scheduling:-

- It assists with tracking, reporting & communicating progress.
- it ensures that everyone is on the same page as far as tasks, dependencies & deadlines.
- helps to highlight issues & concerns
- helps to identify task relationship.
- can be used to monitor progress & identify issues early.