

Developing A Project Plan



Planning Skills

1. Information processing
2. Communication
3. Resource negotiations
4. Securing commitments
5. Incremental and modular planning
6. Ensuring measurable milestones
7. Facilitating top management involvement



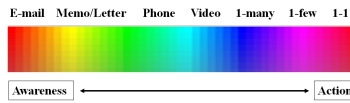
Information Processing

- Gather the facts
- Interview employees and managers
- Seek out anyone with first hand knowledge



Communication

- Critical Aspect for Success
- The project length increases, so must the frequency of communication



Resource Negotiations

- Seek SME's across the organization
- Individuals with a track record for success
- Gain management support if needed



Securing Commitments

- Each member of the team must commit
- Identify backup personnel if the need arises or if a conflict is apparent



Incremental and Modular Planning

- Divide your planning into clear segments.
- Easier to manage
- Raises visibility
- Maintains schedule
- Controls costs



Ensuring Measurable Milestones

- Metrics helps us
 - Define the problem
 - Understand the current state
 - Assess progress



Facilitating Top Management Involvement

- Identify key management resources
- Gain buy-in
- Perhaps they can be stakeholders
- A invested interest makes them more motivated to help remove barriers



Project Documentation

- Minimizes misunderstandings and miscommunications.
- Ingredients
 - Goals, sponsors, plans, milestones, budget, roles and responsibilities, deliverables and metrics.
- Story-boarding



Project Risk Analysis

- Performed during planning stage
- Identify risks and mitigation plans
- Periodically updated
- Representation across the organization
- Tools:
 - SWOT
 - RPN
 - FMEA
 - Expected profit



Project Closure

- Not a negotiation
- Closure meeting
- Utilize your project charter
- Could include independent assessment using audit approach