Describe TEN (10) most significant areas in planning

6. Well-Defined Goals:

Clearly stating project goals is a fundamental step in a project plan. Doing so before work begins ensures alignment within the team and prevents future misunderstandings. Effective goals are realistic, clear, and measurable. Realistic goals consider time and resource constraints, clear goals ensure everyone understands demands, and measurable goals allow for evaluation using specific indicators. Well-defined goals save time, provide a benchmark for progress assessment, and help prevent scope creep through client reminders of original objectives.

7. Task Planning:

While many consider project management synonymous with task management, meticulous task planning is vital. Identify tasks aligned with objectives, including subtasks, and revisit the list as needed. Determine project dependencies and priorities based on this comprehensive task list. Utilize task management technologies like electronic kanban boards for assigning, defining, and monitoring tasks. Task planning enhances team productivity and contributes to project success.

8. Communication:

Often overlooked, communication is crucial in project management. Select communication tools wisely (email, text, chat), ensuring everyone understands expectations. Emphasize clear content and set communication standards, including tone and formality. Overcommunication is encouraged to prevent misunderstandings among team members, clients, and stakeholders.

9. Quality Control:

Quality control relies on metrics, and having the right ones from the project's start is essential. Metrics extend beyond project goals and include cost-benefit analysis, benchmarking, design of experiments (DOE), and cost of quality (COQ). Quality management, critical for project success, should be outlined in the project management plan. Inspect deliverables to ensure they meet quality standards set in the quality management plan.

10. Project Human Resource Management:

The project team is a vital resource, requiring careful assembly and ongoing management. A human resource management plan defines roles and requirements, integrating them into the project structure. Filling positions can be done in-house, through new hires, or a combination. The team needs ongoing development and possibly training for project viability. Continuous monitoring ensures productivity, resolves conflicts, and maintains team satisfaction, contributing to overall project success.

References

* <https://kissflow.com/project/importance-of-project-planning/>
* <https://www.projectmanager.com/blog/10-project-management-knowledge-areas>