A2- Write a note on tools and techniques for project management planning

Dheeraj Chaudhary
Indian Institute of Information Technology, Dharwad
17bcs009@iiitdwd.ac.in

Planning is one of the important parts to do a successful project, it holds the Project together and helps to make it a success. It helps the project manager to easily monitor the progress, assign tasks to the employees easily, calculate the cost and many more important things related to the project. While simple projects can be easily planned and controlled using GANTT CHART, but for large and complex projects, we require some extra techniques to control.
There are many techniques to make a good planning for larger and complex project, out of them few are listed below:

1. Brainstorming:

Brainstorming is a useful technique in all areas of business and, for other parts of the project management process, but it is also a first element in project planning. Because brainstorming is a creative process designed to encourage random and lateral thinking, it is most useful for highlighting potential problems and raising concerns that are not immediately obvious. It can also be used to produce ideas to improve efficiency and reduce costs.

2. Cause and Effect Diagrams:

Cause and Effect diagrams are especially useful in project planning for gathering and identifying all issues that could cause problems. They help to identify potential sources of problems and, in doing so, to suggest solutions. They are also useful for giving an instant overview of the components of a project in a clear way that is not hampered by schedules, dependencies and milestones.

3. Critical Path Analysis:

For large, complex projects that have a large number of activities that could be performed in parallel and where dependencies exist between those activities, a 'Critical Path Analysis' is a very effective technique. It helps to identify whether tasks can be run in parallel, the required sequence of the activities and their overall priority

within the project. A small, short task may have a very high priority if a critical task is dependent on it and a Critical Path Analysis diagram will highlight this fact more clearly than most other project planning techniques.

4. Gantt Charts:

A Gantt chart is the most generally useful tool in project planning. They are used for scheduling and monitoring tasks, for showing costs and expenditure at all stages throughout the project, for communicating progress and producing reports. They show, on a simple block diagram, the activities and costs over time in an easy-to-understand way.

GANTT chart for our Project can be seen on the below spreadsheet link

Open this spreadsheet: GANTT CHART link

THANK YOU
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