

Taylor, James (2004) – Developing the IT Project Plan

Key Insights

- **Success = Planning:** Successful IT projects usually spend **50% of their budget before implementation** begins—mostly on planning.
- **Three Fundamental Questions:**
 1. What is to be done?
 2. When should it be done?
 3. Who should do it?

Core Concepts

- **Dynamic Planning:** Plans must evolve with the project. Avoid the “set-it-and-forget-it” trap.
- **Stakeholder Involvement:** Stakeholder agendas can shift project direction—engage both supporters and detractors early.
- **Schedule-Resource-Budget Triangle:** These elements are deeply interdependent. Adjusting one impacts the others.

Project Plan Structure

Outlined in 10 main sections, including:

- Executive Summary
- Project Description
- Technical Approach
- Resource & Risk Plans
- Evaluation Criteria
- Appendices (e.g., comms, risk, logistics plans)

Risk Strategy

Use risk matrices to communicate potential threats and mitigation strategies—especially in high-uncertainty, resource-constrained environments.

Final Message

Planning is mental work, not visual progress. But it is **essential** to delivering value and meeting expectations