Connected System Design Project (EGE205)

Project Development Plan

Project Development Plan

Project Development Plan

- A project development plan is a **series of formal documents** that define the **execution** and **control stages** of a project.

- It includes considerations for risk management, resource management and communications, while also addressing scope, cost and schedule.

- The project development plan basically answers the **who**, **what**, **where**, **why**, **how** and **when** of the project.

Project Development Plan

- A project development plan can include but not limited to the following documents:
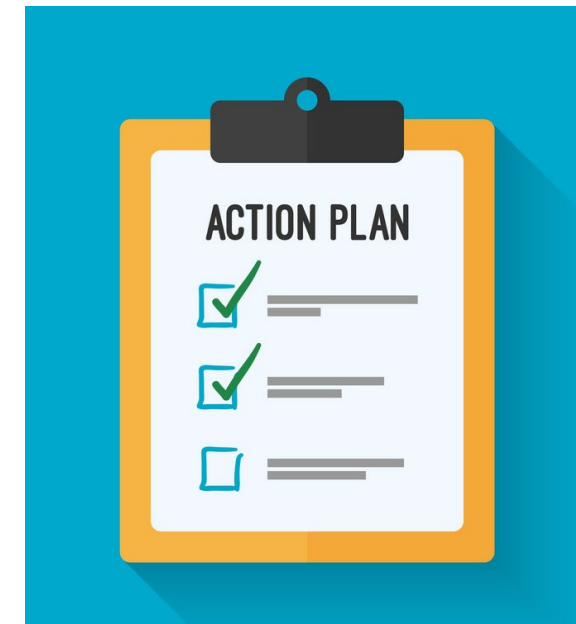 - **Action Plan**
  - **Gantt Chart**

Project Development Plan

Action Plan

- A **action plan** is a **checklist for the tasks to be done** in order to complete a project.

- It gives the team a clear direction as it highlights exactly what tasks to be taken and the duration of each task. The team will know exactly **what each member need to do**.

- Having the tasks written down (instead of uttering it verbally) will give the team a reason to stay motivated and committed throughout the project.

Project Development Plan

Action Plan

- Project action plan consists of a few **components** which includes:

  - A **well-defined description** for the project to be completed.
  - **Tasks** that need to be carried out to complete the project.
  - **Members** who will be in charge of carrying out each task.
  - **Duration** allocated for each task be completed.
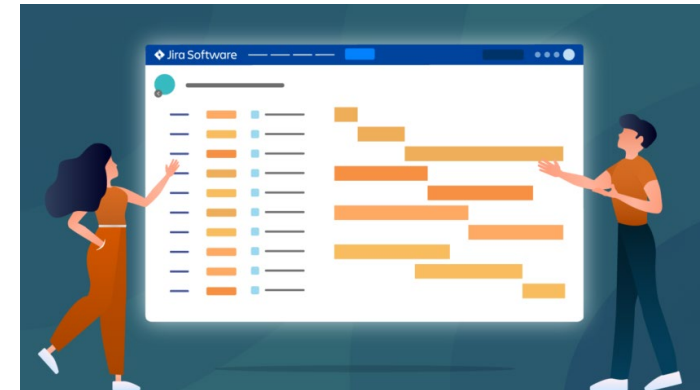 - **Resources** required by each task.

Project Development Plan

Gantt Chart

- **Gantt chart** is a timeline for the tasks. It uses a bar to represent the start and end time of a task, and a triangle to represent a milestone or a deadline.

- It can be used to **control and communicate** the tasks schedule with clear visuals for stakeholders and team members.
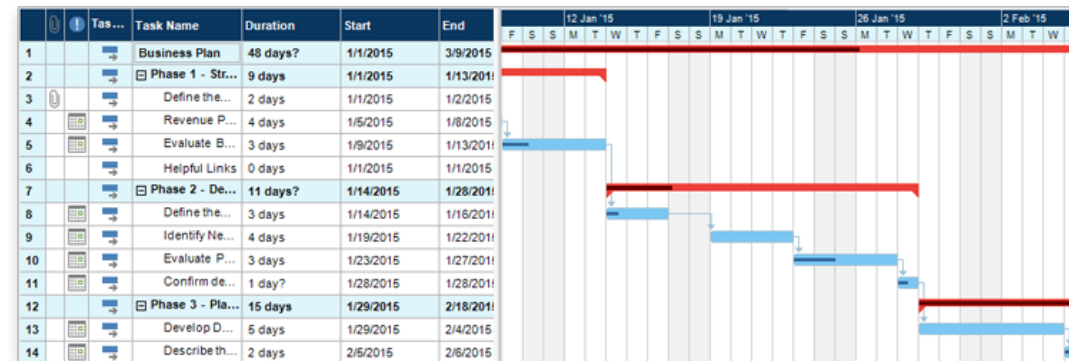
Project Gantt Chart

Gantt Chart

- A typical Gantt Chart should include:
  - The **start and end date** of the project.
  - A series of sequential **project tasks**.
  - A **planned schedule** for each project task to begin and end.
  - **Actual task progress bar**.

Project Report (Part 4)

Task 1 - Action Plan

1. Work as a team to draft **a paragraph** of well-defined title and description for your team project.
2. Each team member to **contribute** and **responsible** for **at least 2 tasks** with estimated duration and resources required for each task be completed.

Task 2 - Gantt Chart

1. Work as a team to **populate** all the tasks from the Action Plan into the **Gantt Chart** (refer to the template given) by following the task sequence. Then, **fill** in the 'plan start' and 'plan duration' column for each task.
2. Team leader to constantly **monitor** and **update** the 'actual start', 'actual duration' and 'percent complete' column to indicate the progress of the project.
3. At the end of the project, **print screen** the image of the Gantt Chart and **paste** it in the Project Report.

Project Report (Part 4)

Reading References:

- https://mymanagementguide.com/how-to-write-a-project-description-key-criteria-and-steps
- https://wavelength.asana.com/workstyle-perfect-task

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End of Project Development Plan