

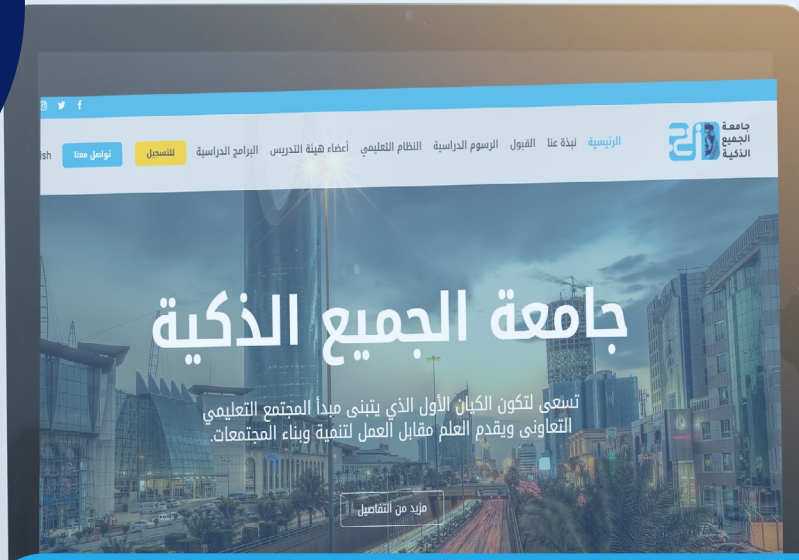
PART I :

Initiate & Plan a Project

Components of Project Planning Process



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY



Lecture 2

In the last lesson...

- Planning provides a nexus between the managerial functions required to activate a project and the elements needed for successful project completion.
- It is concerned with deciding in advance **what**, **when**, **how** and **who** will take the necessary actions to accomplish established objectives.
- This lesson has examined the project environment for planning, considered the purposes of planning, focused on the stages of project planning, evaluated the elements and stages of planning and discussed the role of decision making in project planning.
- Project managers seeking success should master these concepts.



Chapter objectives

- Identify key components of the Project Management Institute (PMI) ® Planning Process Group
- Explain the process of developing and managing the Project Management Plan
- Discover the key planning processes needed to plan and implement a successful project.
- Learn the order in which they need to occur.

Syllabus

**I- Project Plan v/s
Project Planning**

**II- Initiating a
Project**

**III- How to make
a Project**

I- Project Plan v/s Project Planning

1-What is a project plan?

A **Project Plan**, according to the **Project Management Body of Knowledge (PMBOK)**, is:

"...a formal, approved document used to guide both project execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among project stakeholders, and document approved scope, cost, and schedule baselines. A project plan may be summarized or detailed."



Lecture 2

I- Project Plan v/s Project Planning

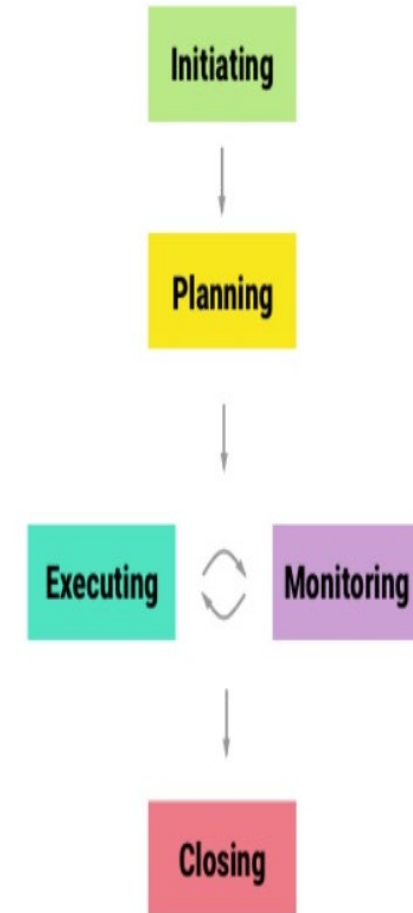


Figure : PMBOK 5 phases of a project (PMI, 2013a)

I- Project Plan v/s Project Planning

2- Project Plan Purpose

A well-prepared plan should address and consequently answer the following questions:



I- Project Plan v/s Project Planning

Why?

This question is about the reasons why a project is sponsored and the problem it addresses.

What?

This is about involved people, their roles and responsibilities, and how they are organized.

Who?

This is about involved people, their roles and responsibilities as well as the way they are supposed to be organized.

When?

It is about the project's schedule/timeline.

I- Project Plan v/s Project Planning

3- Project planning

It's created during the project planning phase and is a compilation of several other documents. It is more than just a schedule or a task list, though it does include those things.

The project management plan is formally approved at the beginning of the project and then progressively updated throughout the course of the project



I- Project Plan v/s Project Planning

The project planning process starts before work on the actual project begins and continues throughout the life cycle of the project. Its main goal is to **adequately plan the time, cost and resources needed for the project** and thus to **minimize risk**. The main output of the project planning process is the **project plan** (or project management plan), which includes the project schedule as well as various supporting plans.



I- Project Plan v/s Project Planning

4- Why is project planning important?

- Project planning is a crucial stage that comes right after initiation in project management phases. Through proper planning, you streamline the entire project into a series of steps and ensure the availability of all the resources on time.
- Project constraints such as time, scope, and costs are discussed in the project planning process, and mitigation plans are developed after the identification of potential risks. By comparing the actual progress with the project plan, you can also monitor the performance of your team and take the necessary steps to improve it.

I- Project Plan v/s Project Planning

Check out the 7 main areas (PMBOK) where project planning is important for successful projects.

GANTTPRO



II- Initiating a Project

- The first step of the project management lifecycle is the **initiating phase**. During this phase, one of your key objectives is to ensure that the project will deliver strategic value to the organization. If the project is approved and deemed a good use of resources, then proceed to the next step of the project management lifecycle - the **planning phase**.
- During the initiating phase, you ensure that a project is strategically valuable before proceeding to the planning phase.



II- Initiating a Project

During this phase examine potential candidates for future projects and ask yourself 3 main questions that can be answered by researching and creating 3 documents:

1-Should we do this? → The **business case**

2- Are we able to do this? → The **feasibility study**

3- If we are going to do this, what kind of process would we have?

→ The **project charter**



II- Initiating a Project

1 -The business case:

The business case examines whether a project idea is desirable and considers several solutions (with a cost benefit analysis for each).

2- The feasibility study:

The feasibility study includes an in-depth study of the chosen solution to determine if the project can be delivered after technological, economic, legal, operational, and scheduling factors are considered.



II- Initiating a Project

3- The project charter:

- **The project charter** clarifies who the decision-makers and stakeholders are, what the cost and budget of the project is, major milestones, a list of deliverables, and a communication strategy.
- This document describes how the project should progress.

III- How to make a Project

- A project plan is a formal document reflecting the entire project planning process. It is the product of each element of your project, framed into a structured model that your employees can refer to if and when they get stuck somewhere. In essence, a project plan guides you on how to execute and control for favorable results.

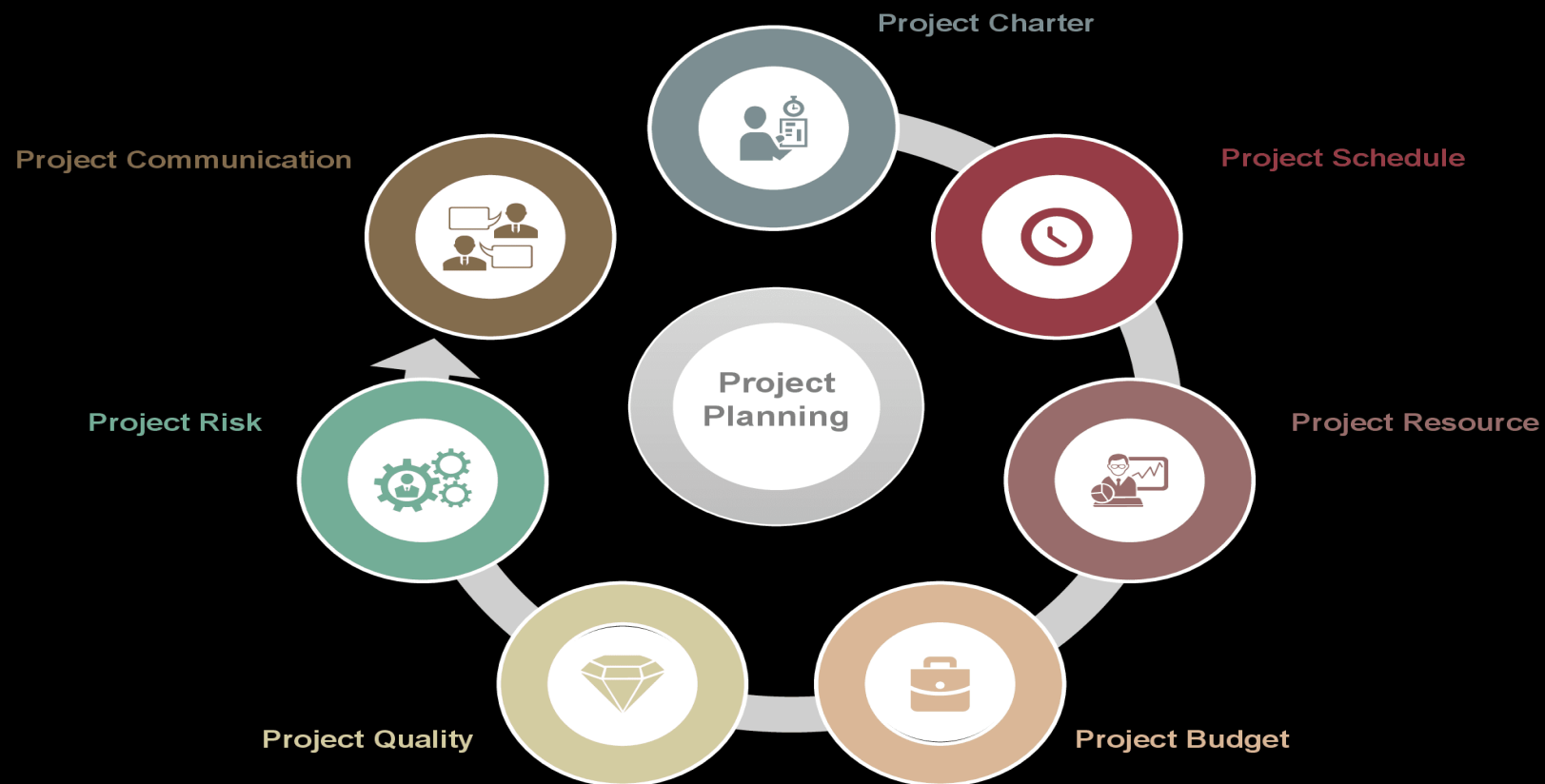
But how does one make a project plan?

We break it down with a simple step-by-step formula to make a project plan in PowerPoint.

Follow these steps, and you will have your project plan ready in no time

III- How to make a Project

PROJECT PLANNING PROCESS



III- How to make a Project

1-Establish the project Charter and Scope

The main starting point for your project planning process is a solid definition for your project. The definition needs to state what your project is, and what it is not. We document this in a '*Project Definition Statement*', or a '**Project Charter**'.

This is a formal document that describes the objectives and the stakeholders of a project. Typically clubbed with project scope, this component gives the stakeholders a clear vision of the target they need to achieve. Project managers submit the project charter to the stakeholders for approval on their proposal.

III- How to make a Project

- By the end of your Definition Stage, you should have a good idea of the scope of your project, in terms of both:
 - *work to do (tasks, or activities)
 - *deliverables, or products, to create
- In the project planning stage, you will need to put precision on both of these aspects of scope.
- The tool we use for that is the Work Breakdown Structure, WBS.
there are two approaches to creating a WBS, depending largely on which side of the Atlantic you are from
 - *the UK and Europe
 - *the US

III- How to make a Project

- The main elements of your project definition are your project's:

Goal: A project goal is the bedrock of defining your project. They aren't even your foundation: they are more like the groundwork you do before laying your foundation.

Objectives: A project objective is a statement that describes the “what” of your project. The tangible and *measurable* “what”.

Scope: The project scope details exactly what will be delivered at the end of the project, and the parameters of the work to be done. The purpose of the project scope is to get your stakeholders and team on the same page. It also provides a concise summary of your meetings, deliverables, and agreements for everyone to refer back to.

III- How to make a Project

Project Objectives



Business Case

- Who Is The Client (Internal And/or External)?
- What Is The Current Situation?
- What Is The Business Climate And/or Environment?
- What Is The Trend?
- What Are The Business Gaps?
- What Are The Drivers For Change?
- What Are The Client/Market/Regulatory Requirements?
- What Is The Level Of Importance And/or Urgency?
- How Does The Project Connect With The Overall Business Strategy/Goals?
- What Are The Project Benefits From The Change?



Problem Statement

- What is the problem?
- How do you know it is a problem?
- When did the problem first occur?
- Where is it occurring?
- What is the frequency?
- What Are The defects and/or areas of waste?
- What Are The variations?
- What Is The Level Of complexity?
- What are the impacts?
- What is the cost of poor quality (soft and hard)?



Goal Statement

- Who will benefit?
- What is to be achieved?
- How will success be measured?
- Why is it important?
- When are improvements required by?



Project Scope

- In scope activities:
- Out of scope activities
- Process start point:
- Process end point
- Critical to quality:
- Primary metric:
- Consequential metric:



High-level Timeline

- Define - dates from/to:
- Measure - dates from/to:
- Analyse - dates from/to:
- Improve - dates from/to:
- Control - dates from/to:



Stakeholders & Key Project Members

- Executive sponsor:
- Activity/business line /product sponsor/champion:
- Client/business partner champion(s):
- Project manager:
- Key project team members:

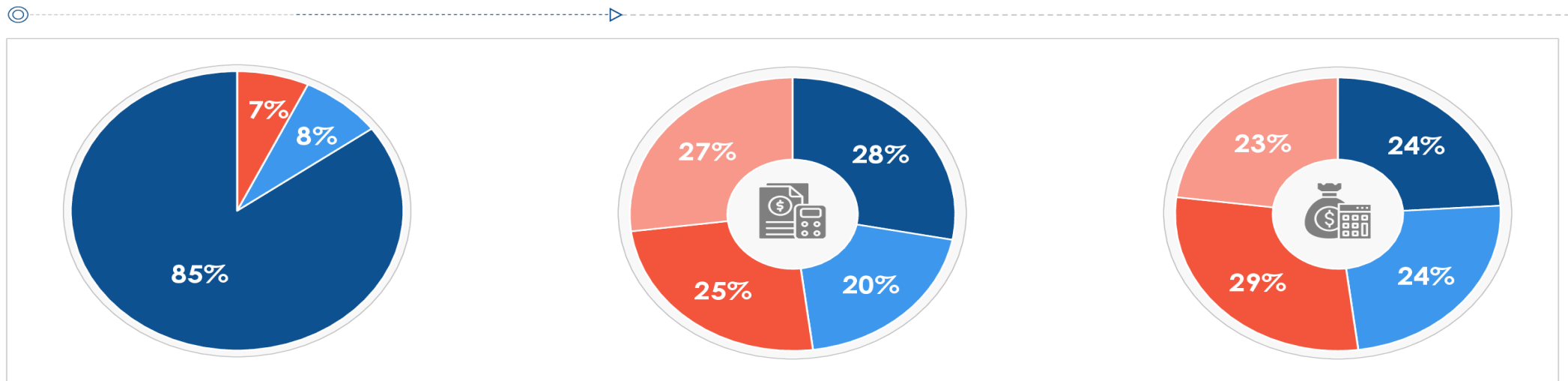
III- How to make a Project

2. Define requirements and resources

This component defines the equipment and human capital required for a project. These can include technology, third-party providers, staffing solutions, and material goods. In other words, project resources are the supplies you need to get it done.

III- How to make a Project

Project Resources and Budget



Title 01	Title 02	Title 03	Title 04
Add Text Here	Add Text Here	Add Text Here	Add Text Here
Add Text Here	Add Text Here	Add Text Here	Add Text Here
Add Text Here	Add Text Here	Add Text Here	Add Text Here
Add Text Here	Add Text Here	Add Text Here	Add Text Here

III- How to make a Project

3- Designate a team

Showcase the human capital that you are going to invest in your project at this step. You can include the designations and contact information of the project task force in this component of your project plan.

Here's what the corresponding slide will look like.

III- How to make a Project

Project Team

Diagram illustrating a Project Team structure, showing 10 team members arranged in two rows of five. Each member is represented by a circular profile picture, a name placeholder, a designation placeholder, and social media icons (Twitter, YouTube, Facebook).

Row 1 (Left to Right):

- Member 1: Name Here, Designation, Social Media Icons
- Member 2: Name Here, Designation, Social Media Icons
- Member 3: Name Here, Designation, Social Media Icons
- Member 4: Name Here, Designation, Social Media Icons
- Member 5: Name Here, Designation, Social Media Icons

Row 2 (Left to Right):

- Member 6: Name Here, Designation, Social Media Icons
- Member 7: Name Here, Designation, Social Media Icons
- Member 8: Name Here, Designation, Social Media Icons
- Member 9: Name Here, Designation, Social Media Icons
- Member 10: Name Here, Designation, Social Media Icons

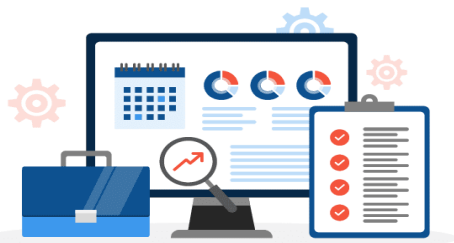
III- How to make a Project

4. Set a Schedule

This component defines the time frame for the project using various scheduling tools. Ideally, companies either use formal templated documents with Gantt charts or project management software to keep track of the project activities and develop specific deadlines.

III- How to make a Project

Project Schedule



Plan

Act

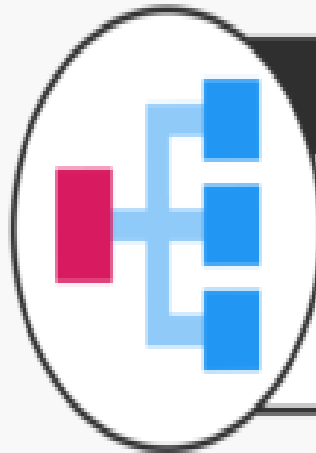
ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activity 01	1	5	1	4	25%												
Activity 02	1	6	1	6	100%												
Activity 03	2	4	2	5	35%												
Activity 04	4	8	4	6	10%												
Activity 05	4	2	4	8	85%												
Activity 06	4	3	4	6	85%												
Activity 07	5	4	5	3	50%												

III- How to make a Project



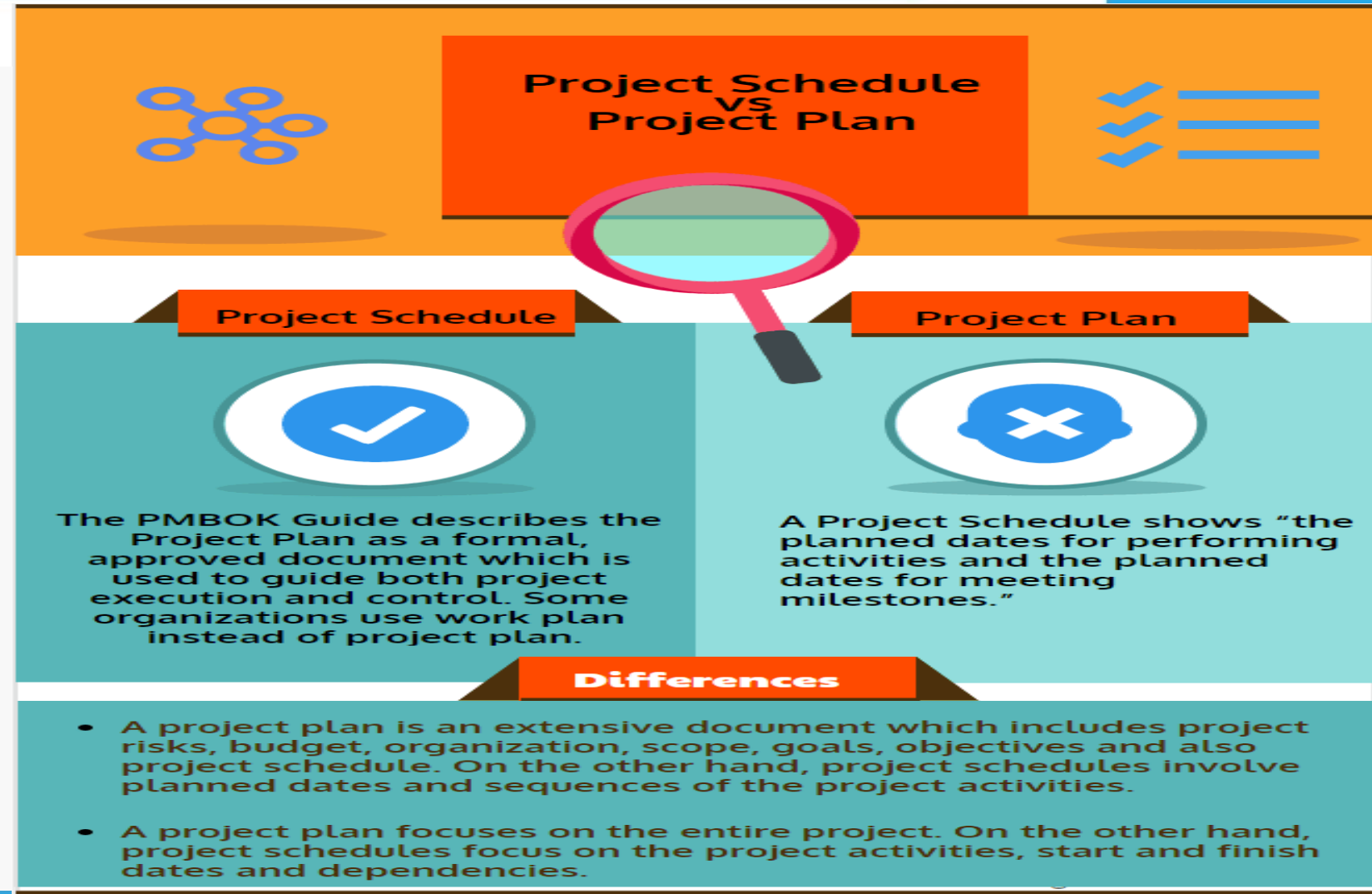
Project Plan

The PMBOK Guide describes the Project Plan as a formal, approved document that is used to guide both project execution and control.



Project Schedule

According to the PMBOK Guide, a Project Schedule shows "the planned dates for performing activities and the planned dates for meeting milestones."



III- How to make a Project



Project Scheduling Steps

- Project Scheduling is the act of determining which activities need to get done and which resources will be assigned to complete these activities in a specific period.
- There are some steps to be taken in order to create a serviceable schedule
- Analyze the project scope and create the WBS (Work Breakdown Structure)
- Determine the activities



III- How to make a Project

- Determine the resources
- Estimate the duration of each activity
- Assign the activity relationships
- Assign the resources
- Detail the schedule and analyze
- Monitor and control the schedule

III- How to make a Project

5- Assign quality parameters

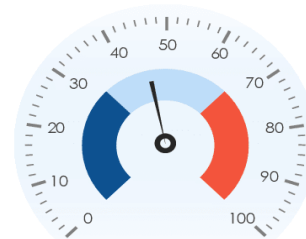
What are the parameters to judge the success of your project? What are the key performance indicators? Project quality defines the measure of satisfaction that the final delivery achieves. This is, of course, guided by well-defined project policies and objectives as decided and approved by the stakeholders

III- How to make a Project

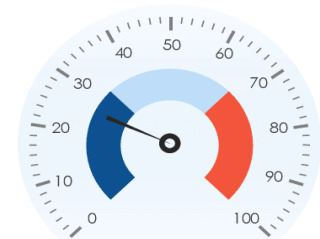
Project Quality and Status



Complete Tasks



Tasks In Progress



Not Started Tasks

6



Task #	Assigned To	Priority	Status	Complete
87	Text here	◆ High	● Done	75%
10	Text here	◆ High	● Done	done
22	Text here	◆ High	● In Progress	50%
34	Text here	▲ Normal	● In Progress	20%
47	Text here	▲ Normal	● In Progress	40%
93	Text here	▲ Normal	● In Progress	80%
88	Text here	● Low	● Not Started	0%
2	Text here	● Low	● In Progress	10%
45	Text here	● Low	● Canceled	25%
25	Text here	● Low	● Not Started	0%

III- How to make a Project

6- Define risks and coping strategies

This is the element that project planning is basically done for. It involves the foresightedness of project managers regarding all the possible hazards and loopholes that the project might run into. This also entails the containment and resolution mechanisms for the said hazards.

III- How to make a Project

Risks to Project

		Risk				
		1 Near Impossible	2 Unlikely	3 Notable Chance	4 Likely	5 Almost Certain
 Severity	1 Insignifi- cation	1	2	3	4	5
	2 Minor Injuries	2	4	6	8	10
	3 Notable Injuries	3	6	9	12	15
	4 Major Injuries	4	8	12	16	20
	5 Death	5	10	15	20	25

III- How to make a Project

7- Devise a communication plan

This component is the consistent reporting mechanism that keeps the stakeholders and the management on the same page. Project communication keeps confusion and crisis at bay while also building trust and cooperation within the team at every step of the project management lifecycle.

III- How to make a Project

Project Communication



Project Team Communication



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.



Text Here

This slide is 100% editable. Adapt it to your needs and capture your audience's attention.

Summary

1.

2.

3.

Lecture 2

I- Project Plan v/s Project Planning



Figure : PMBOK 5 phases of a project (PMI, 2013a)

Lecture 2

II- Initiating a Project

PROJECT PROPOSAL

VS

PROJECT CHARTER

PROPOSAL



A project proposal is a detailed document that is used to persuade a sponsor and/or a group of stakeholders that a project needs to be carried out to solve a particular business problem or opportunity. This document identifies the work that needs to be carried out and explains the management plan how the project will be managed. The project director is the owner of this process.

CHARTER



A project charter is also known as a project definition document is a formal and short document that clearly defines the objectives, scope, goals, stakeholders and the teams involved in the project. According to the PMBOK Guide, the project charter is an official document that formally authorizes a project or a phase and documenting initial requirements that satisfies stakeholders' need and expectation.

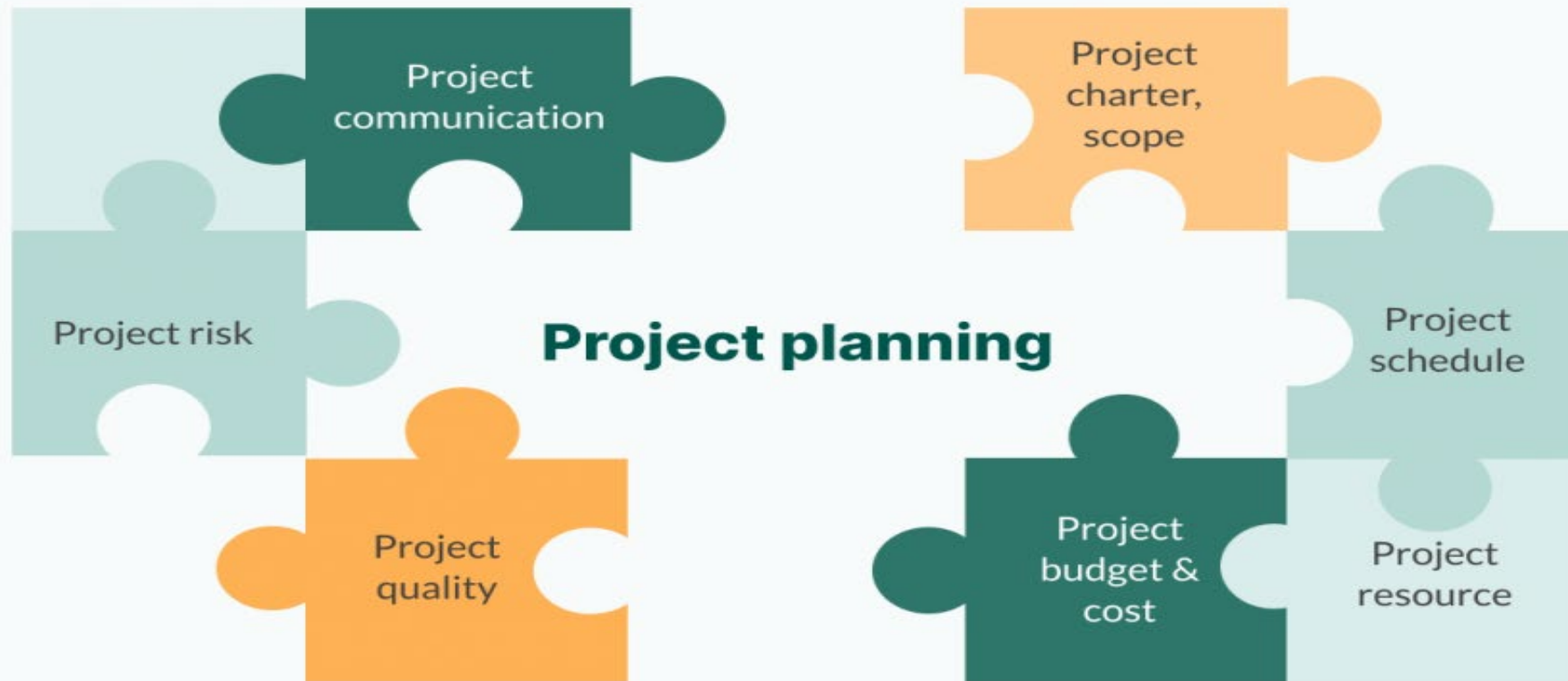


Business case

- Reasons
- Options
- Benefits
- Costs
- Timescales
- Risks

III- How to make a Project

GANTTPRO





**THANK
YOU
SEE YOU
AGAIN**