

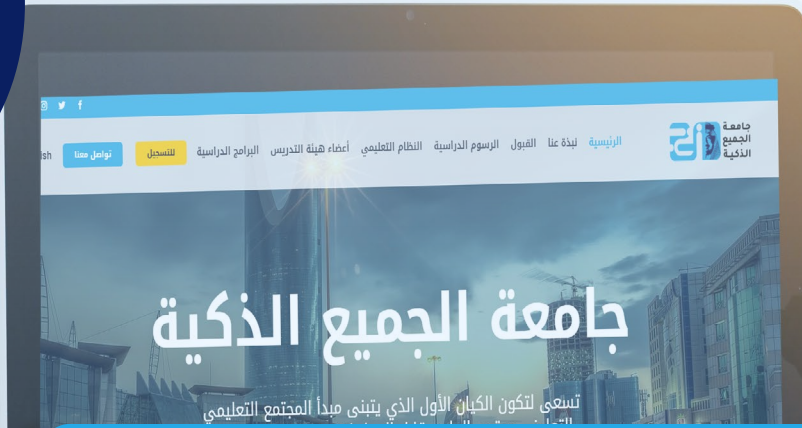
PART I :

Initiate & Plan a Project

**Project
Schedule, Budget, Risks
Communication
&
Plan**



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY



In the previous lessons...

Project Planning is all about choosing and designing effective policies and methodologies to attain Project Objectives.

- The Project Planning Phase refers to:
- Developing a Project to make it ready for Investment.
- Determines the jobs/tasks required to attain Project Objectives.

In the previous lessons...

The project planning stages are enlisted below:

1. Identifying the key project sponsors and stakeholders, to determine the basis of project scope, budget, and time-frame for project execution.
2. Upon enlisting the stakeholder requirements, prioritizing/setting project objectives.
3. Identifying the project deliverables required to attain the project objectives.
4. Creating the project schedule.
5. Identifying the project risks, if any, and develop suitable mitigation plans.
6. Communicating and presenting the project plan to stakeholders.

Syllabus

I- Project Schedule

II- Project Budget

III- Project Risks

V- Project Communication

IV- Project Plan

I- The Project Schedule

I-1- What is a Project Schedule?

- We can't expect a ragingly successful Project without a great Schedule.
- A list of required tasks along with the time and the Resources needed will help you arrive at your destination as planned.
- Project Scheduling is an important skill for any Project Manager, even if you think it's a really simple Project.

I- The Project Schedule

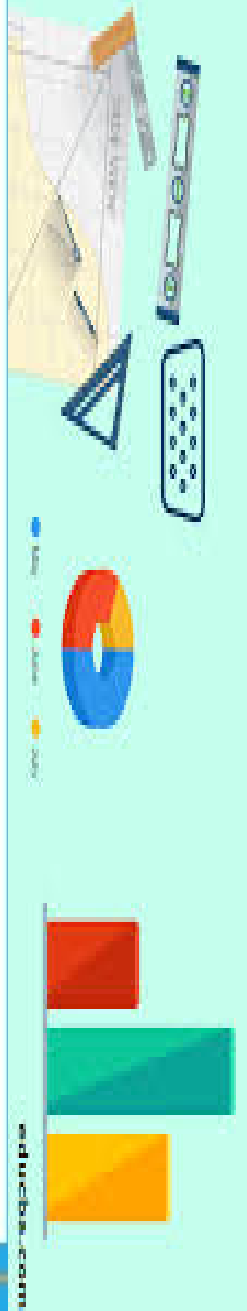
- A Project Schedule is a timetable that shows the start and end date of all project tasks, how the tasks relate to each other and usually which team members or other resources are responsible for delivery.
- It is a dynamic document that is created during initial the Planning stage. The approved Project Schedule acts as a baseline to work to, but it is maintained and updated throughout the Project as things change.
- While schedules are often thought of as planning and control tools, they are also critical **communication tools for Team members and Stakeholders.**



I- The Project Schedule

The project schedule:

- outlines the time needed for the required tasks
- establishes milestones to be met to complete the project on time
- allocates resources across tasks
- can be presented in various forms to suit different stakeholders



I- The Project Schedule

I-2- The 3 main types of Project Schedule

- There are many ways that the Project Schedule can be displayed to meet the needs of the target audience using it.
- Three commonly used schedule formats are the:

1- Master Project Schedule:

It's a **summary level Schedule** that highlights the **key tasks** and their **estimated duration**.

This is useful as a **high-level overview document** for **Senior Management** or **External Stakeholders** who don't need the detail.

2- Milestone Schedule:

It tracks **major Milestones** but not every task or deliverable.

It's great for **reporting status** and **helping Teams** see their progress at a glance.

3- Detailed Project Schedule:

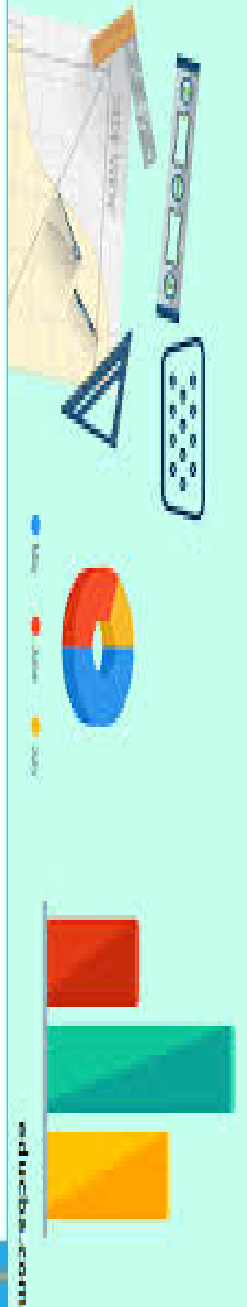
- This is a **more operational level schedule** that **tracks every Project activity**.
- It's designed for the **Project Team** and **Managers** to keep track of every element of the Project.



I- The Project Schedule

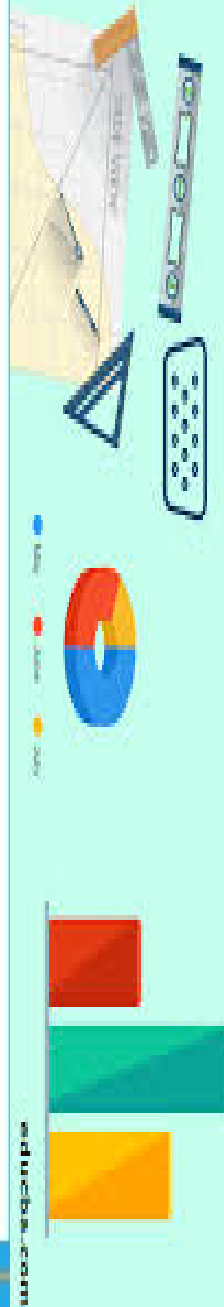
I-3- The benefits of effective Project Scheduling

- The **Project Schedule** guides the Project Team as they deliver the Project.
- It communicates progress to the Team, Management, and other Stakeholders.
- Done well, it makes the entire Project run more smoothly and helps you finish up on time and on budget.



I- The Project Schedule

- **The Project Schedule:**
- Contributes heavily to Project Success.
- Provides a clear roadmap to everyone at the beginning of the Project.
- Manages Stakeholder expectations.
- Monitors and communicates Project Progress.
- Ensures buy-in and accountability for Tasks and Deadlines.
- Lets the Team know which Tasks rely on others.
- Serves as an early warning system for potential Project issues.
- Reserves your Resources for when you need them.

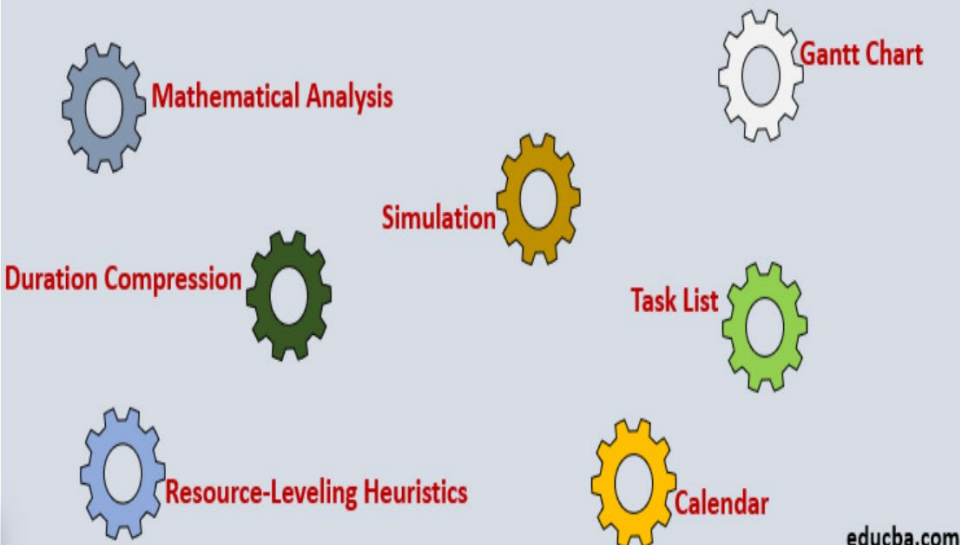


I- The Project Schedule

I-4 -Project scheduling tools and techniques

- Project Managers use a **range of tools and techniques** to **create, track and control** their **Project Schedules**.

Project Scheduling Techniques



- These days, the **tools** are almost always **digital**.
- Here's a brief description of some of the most common tools and techniques:



I- The Project Schedule

Task List

The most **basic form of Project Schedule**, this is a **list of activities** with **deadlines** that must be completed to finish a Project.

Project RedFlag Phase 3

#	Reg date	Description	Responsible	Due date	Status	Additional information
1	03.07.2014	Identify Project Stakeholders and send out memo to entire project team	John	05.07.2014	Done	
2	03.09.2014	Conduct Stakeholder Analysis workshop with XXX	Susan	23.09.2014	In process	We should use the great template from projecttemplates.guru
3	03.04.2014	Generate Stakeholder Register	Kevin	23.04.2014	Cancelled	
4	03.01.2015	Specify Deliverables and Acceptance Criteria	John	03.02.2015	Not started	
5	04.09.2014	Identify Project Exclusions	Helen	08.09.2014	On hold	See exclusions in projecx XXX.
6	04.09.2014	Plan Risk Management	John	01.01.2015	Not started	
7	04.09.2014	Identify Project Risks	John	01.01.2015	Not started	
8	04.09.2014	Perform Qualitative Risk Analysis	John	01.01.2015	Not started	
9	04.09.2014	Perform Quantitative Risk Analysis	TBD	01.01.2015	Not started	
10	04.09.2014	Plan Risk Responses	TBD	01.01.2015	In process	
11	03.07.2014	Identify Project Stakeholders and send out memo to entire project team	John	05.07.2014	Done	
12	03.09.2014	Conduct Stakeholder Analysis workshop with XXX	Susan	23.09.2014	In process	We should use the great template from projecttemplates.guru
13	03.04.2014	Generate Stakeholder Register	Kevin	23.04.2014	Cancelled	
14	03.01.2015	Specify Deliverables and Acceptance Criteria	John	03.02.2015	Not started	
15	04.09.2014	Identify Project Exclusions	Helen	08.09.2014	On hold	See exclusions in projecx XXX.
16	04.09.2014	Plan Risk Management	John	01.01.2015	Not started	
17	04.09.2014	Identify Project Risks	John	01.01.2015	Not started	
18	04.09.2014	Perform Qualitative Risk Analysis	John	01.01.2015	Not started	
19	04.09.2014	Perform Quantitative Risk Analysis	TBD	01.01.2015	Not started	

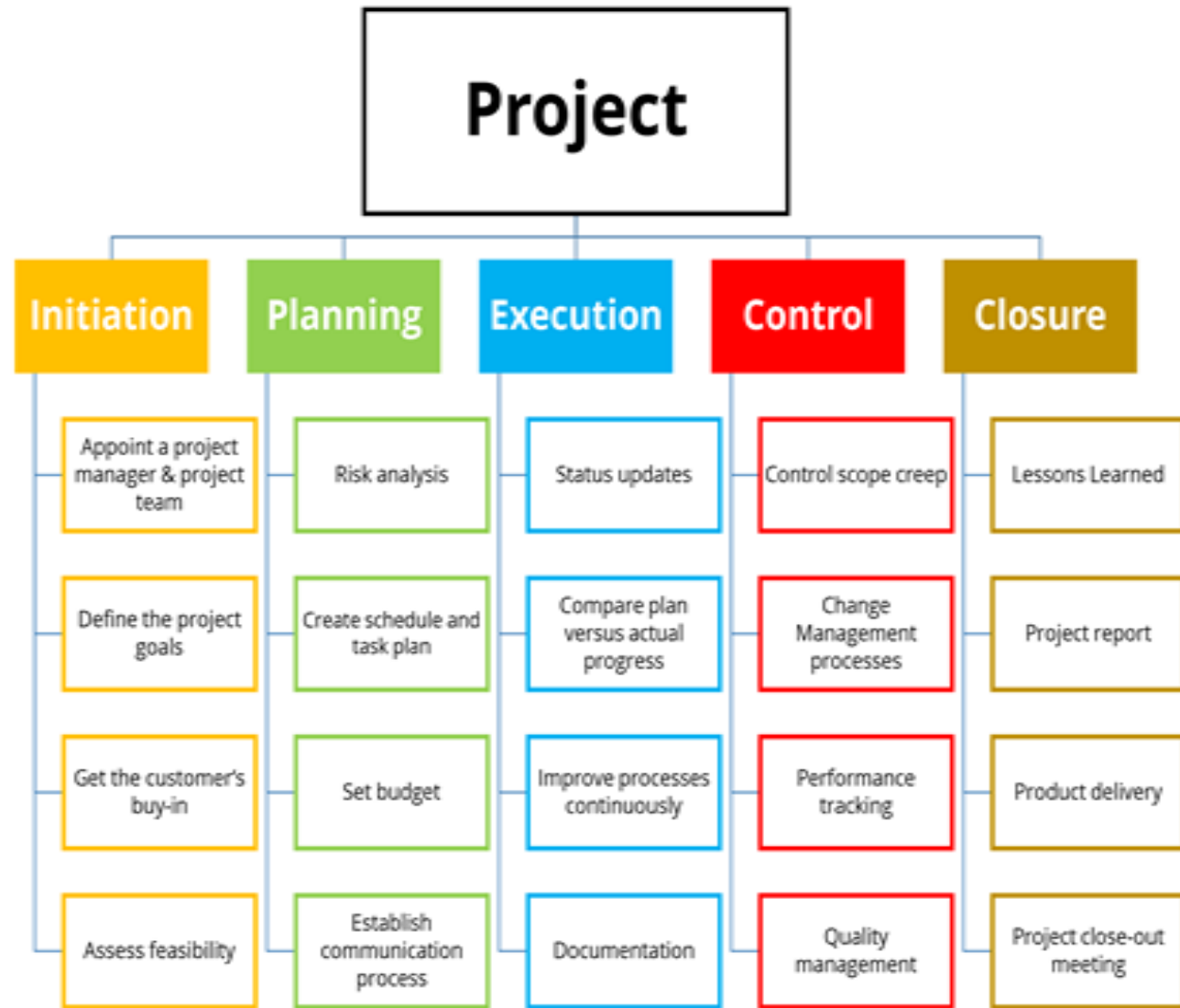


I- The Project Schedule

Work Breakdown Structure

A graphic that details the key deliverables by presenting Milestones within a hierarchy.

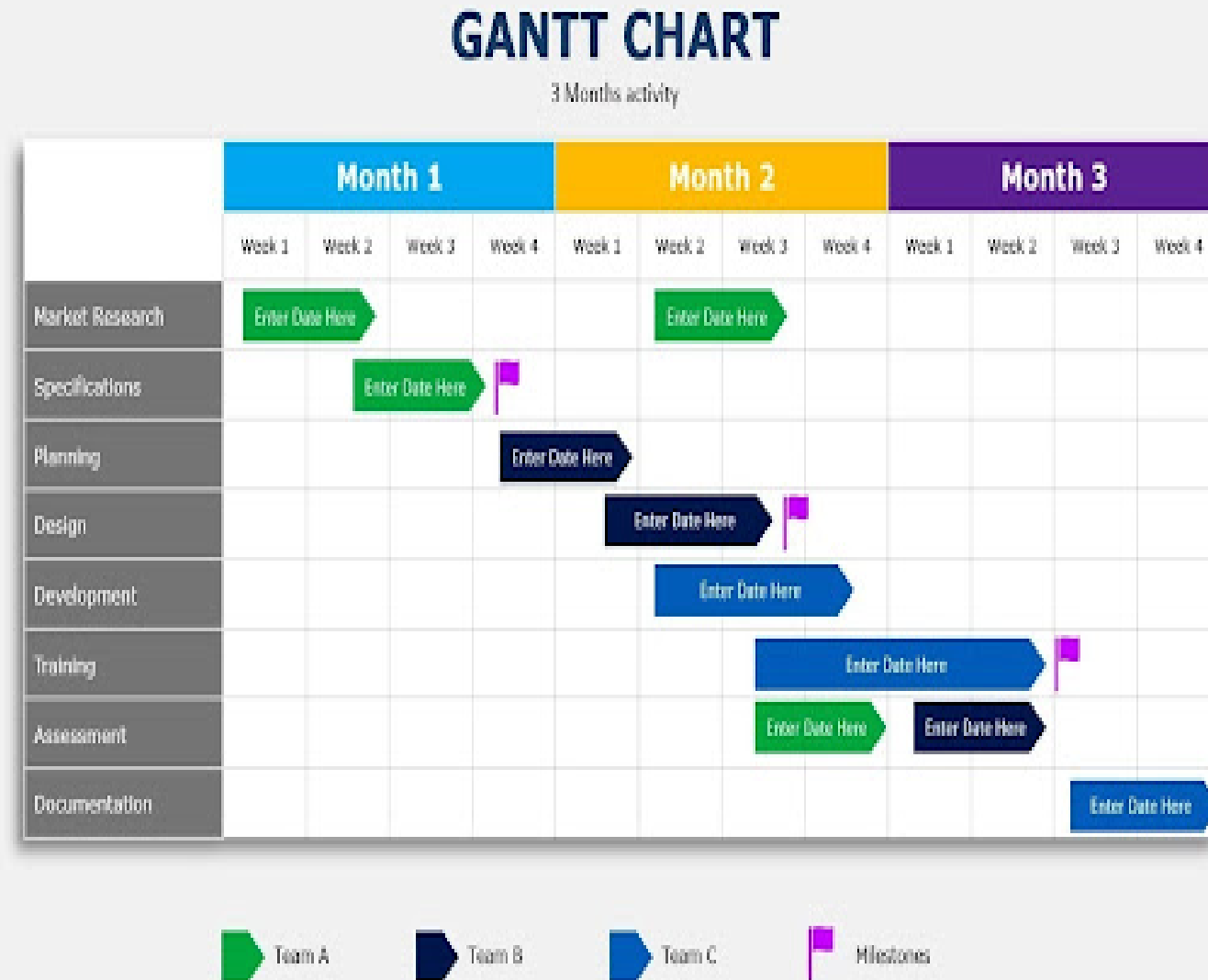
It simplifies Projects into smaller, more manageable groups. It also provides the necessary framework for detailed cost estimating and control along with providing guidance for Schedule development and control.



I- The Project Schedule

GANTT Chart

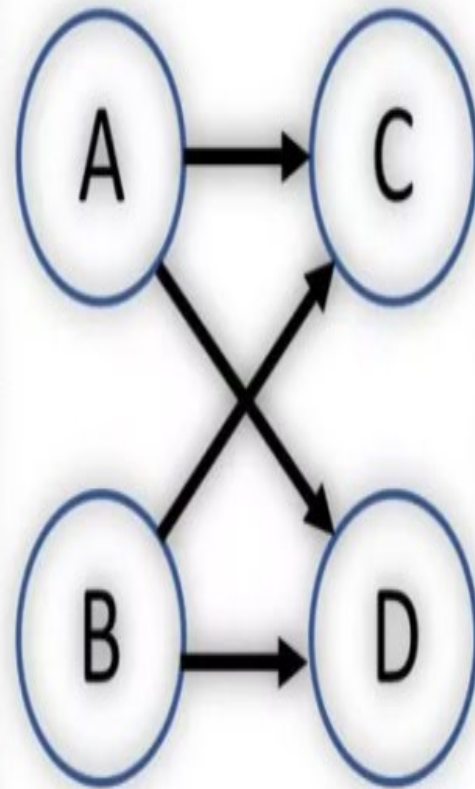
The most common form of Project Schedule is the **GANTT Chart**. It's a **horizontal bar chart** that tracks activities over time. Depending on **resource allocation** and **task relationships**, the **bars** might be running **in parallel** or **sequentially**. It can be produced with **differing levels** of detail depending on the **needs of the target audience**.



I- The Project Schedule

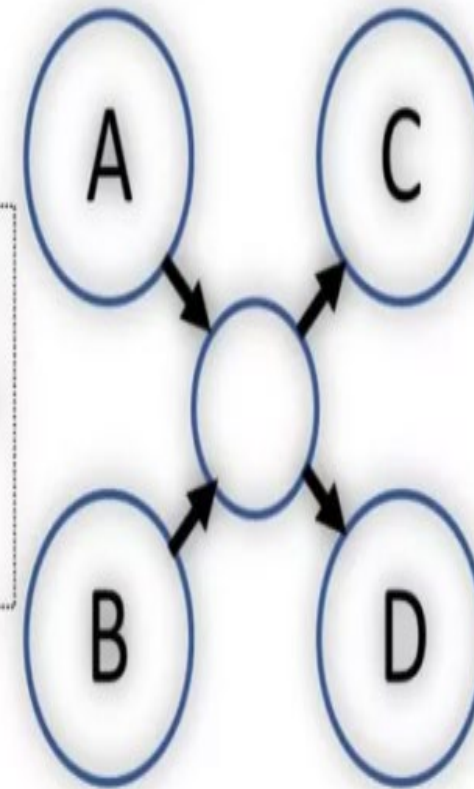
Schedule Network Analysis

A graphic that depicts the interrelationships and timing of all Project activities in chronological order.



Activity on Node - AON

Activity C & D cannot be started until A & B are completed.



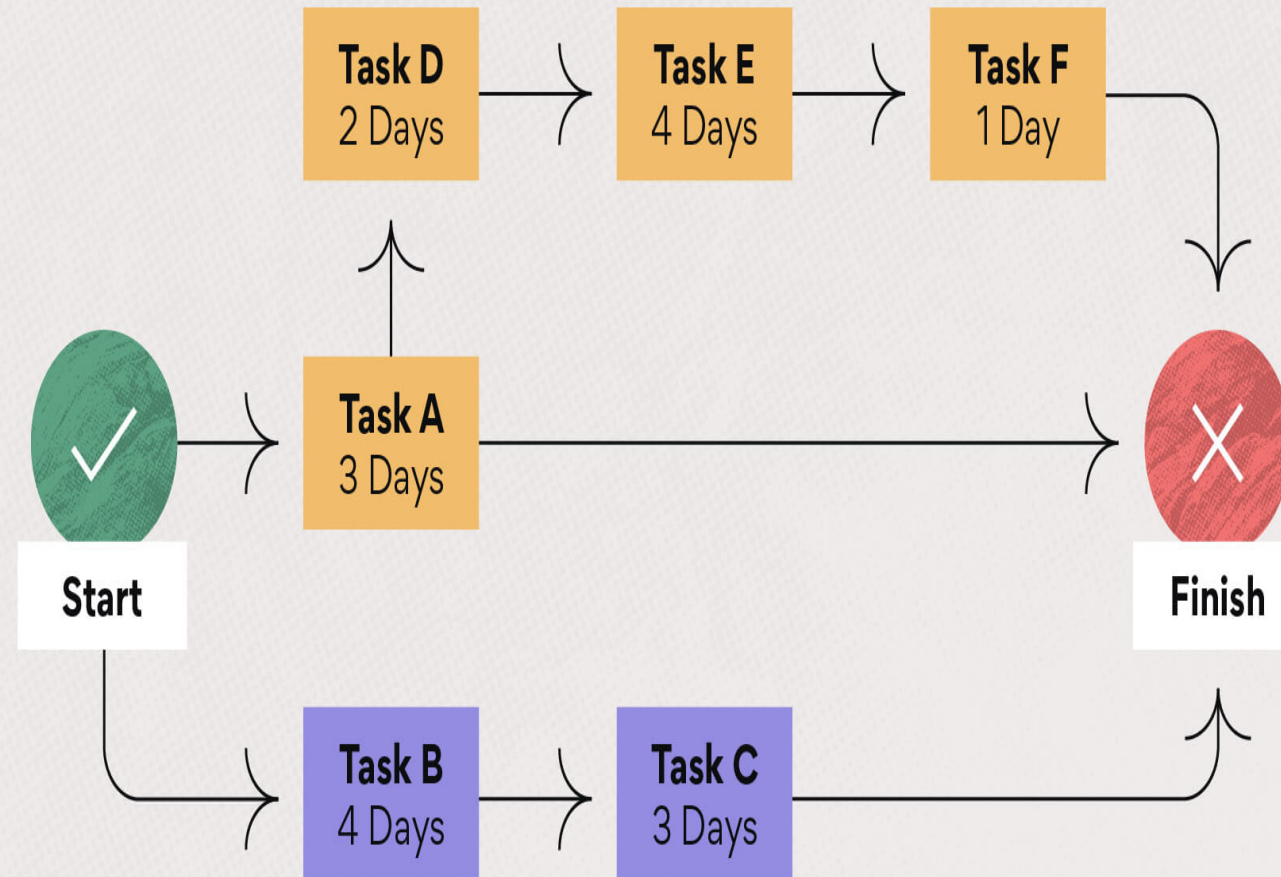
Activity on Arrow - AOA



I- The Project Schedule

Critical Path Method

The **Critical Path Method** adds the **times** of all **critical activities**, taking into account dependencies, to determine the **earliest time** that the Project can be completed.



I- The Project Schedule

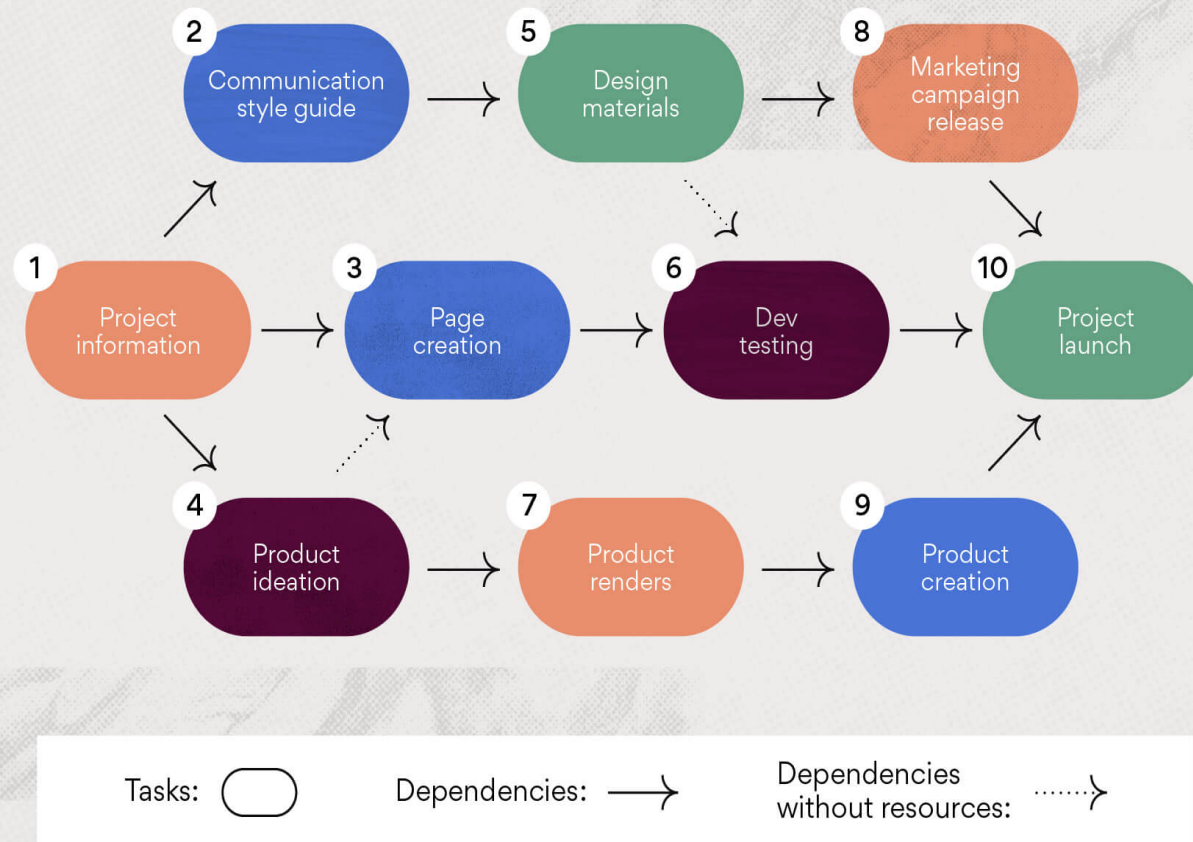
PERT Charts

The **Program Evaluation and Review Technique** uses a different method to calculate time compared to the critical path method.

For each activity, the shortest time, the longest time, and the most likely time are estimated for each task.

The time estimate for each task is the weighted average of the three estimates.

PERT chart example



I- The Project Schedule

I-5- Getting started with your Project Schedule

- When you are first planning your project, ask yourself these three key questions.
- If you have scoped these answers, completing a full Project schedule will be much easier.

WHAT

What needs to be done?

WHEN

When will it happen?

WHO

Who will do it?



I- The Project Schedule

I-6- How to do Project Scheduling

Scheduling is part of the planning process. Some simple steps to effectively schedule your projects are to:

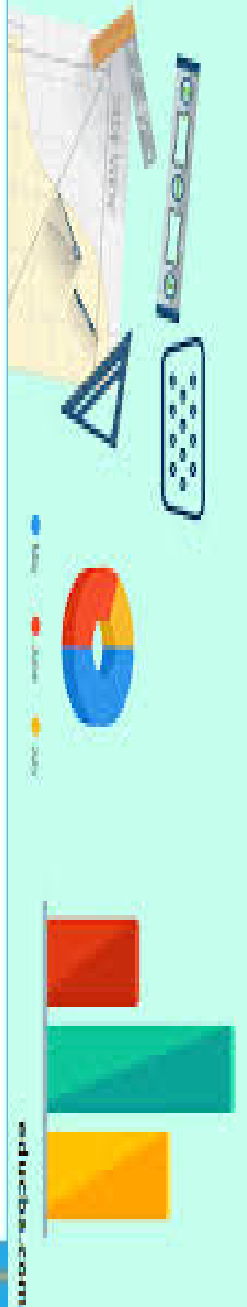
- 1. Confirm the project activities:** make sure they cover your **Project Scope**
- 2. Sequence activities:** determine which order the tasks need to be completed
- 3. Determine dependencies:** identify tasks that rely on each other
- 4. Determine durations:** accurately estimate how long each task will take
- 5. Establish milestones:** set the key dates that need to be met
- 6. Allocate resources:** internal staff, contractors, tools, and workspaces
- 7. Assess Risks:** and decide how it will be dealt with in your schedule



I- The Project Schedule

8-Define baseline schedule: taking into account the dependencies, sequence, resources, durations, and risks, lay out all tasks on a timeline

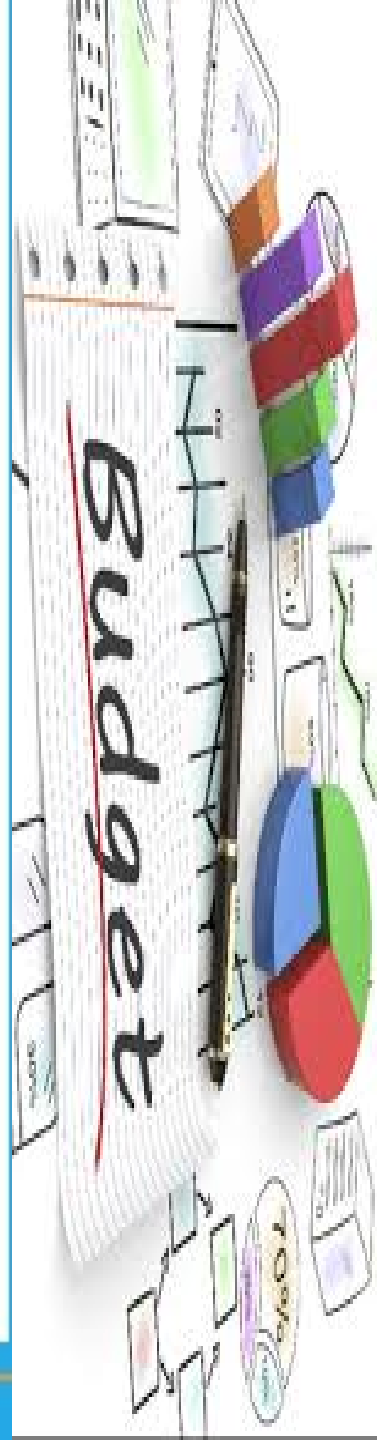
9-Monitor and control: decide how you will monitor, control and report on any changes to the schedule.



II- Project Budget

II-1- What is a Project Budget?

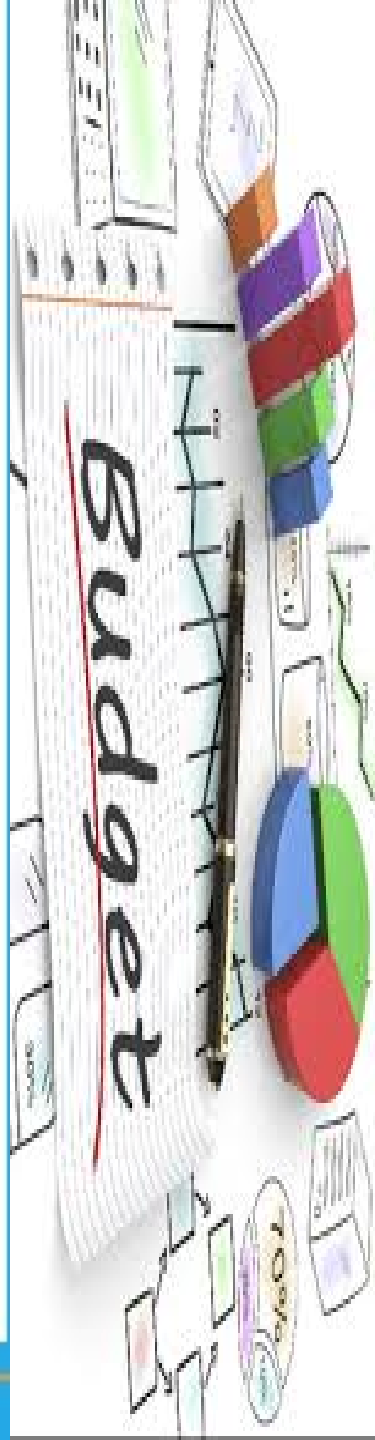
- A **Project Budget** is the total estimated cost of completing each project activity over each phase of a Project.
- It's important as it helps set expenditure expectations and is critical in getting project approval, ensuring funds are ready at the right time, and measuring performance.
- It's a dynamic document, continuously monitored, reviewed, and updated throughout the project.



II- Project Budget

“The Budget is your plan. It’s the baseline that lets you measure your performance against the actual costs as the project moves forward. It helps you hit targets, answer questions, and there’s just the satisfaction of knowing you’re on track.”

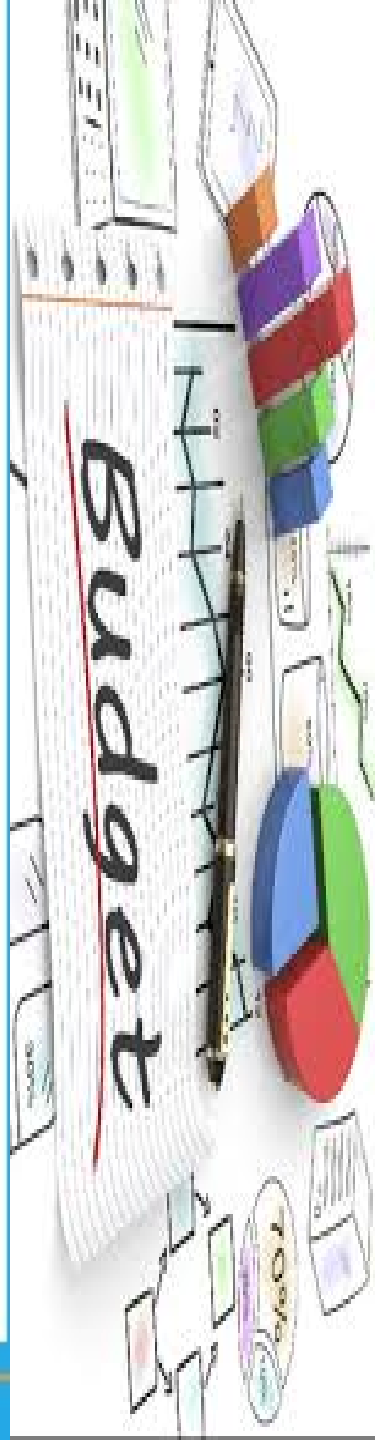
Les Carleton, Program Director and AIPM NSW Chapter Councillor



II- Project Budget

II-2- What are the components of a Project Budget?

- Project Budgets contain all the costs associated with the project.
- It generally includes:
 - * **Labour costs:** employee wages, benefits, payroll taxes, and overheads.
 - * **Material procurement costs:** goods, services, equipment, and supplies needed for the project that come from external providers.

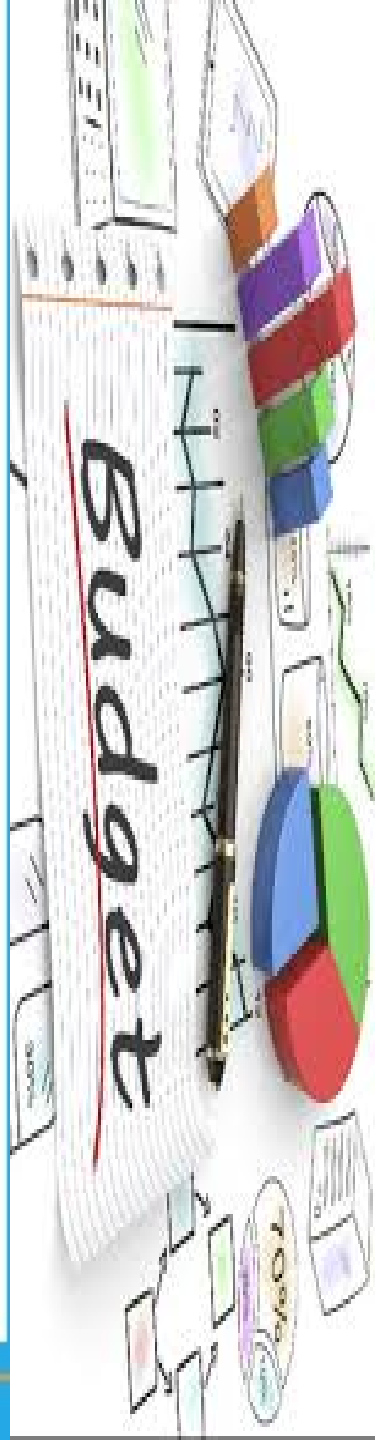


II- Project Budget

- Under each of these categories, the costs can usually be separated into two broad categories:

* **Fixed costs:** these are set for the project and will not change. For example, if you need a certain quantity of a particular item to deliver your project and you have a firm quote from a supplier, this is a fixed cost.

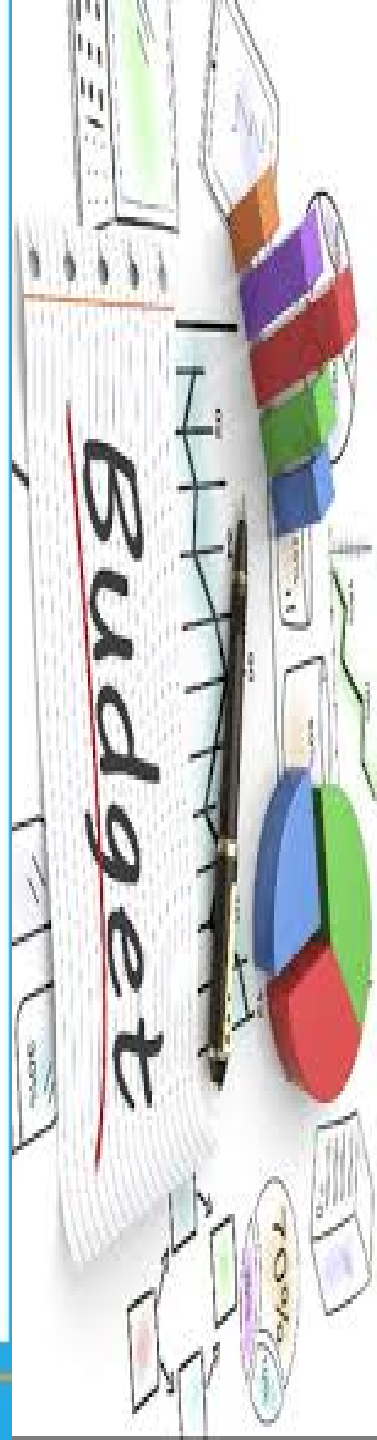
* **Variable costs:** these change based on activity. For example, if you have a subcontractor working by the hour on your project and it goes over time, the cost goes up. Variable costs need the most monitoring.



II- Project Budget

II-3- What is the purpose of a project budget?

- The **Project Budget** is designed to:
- Aid in the decision-making process. This could be deciding whether the project goes ahead or choosing how much to invest in different activities within the project.
- Communicate to stakeholders how much money is needed and when it's needed.
- Give the project manager a baseline to help them work out if the project is spending along its desired path.

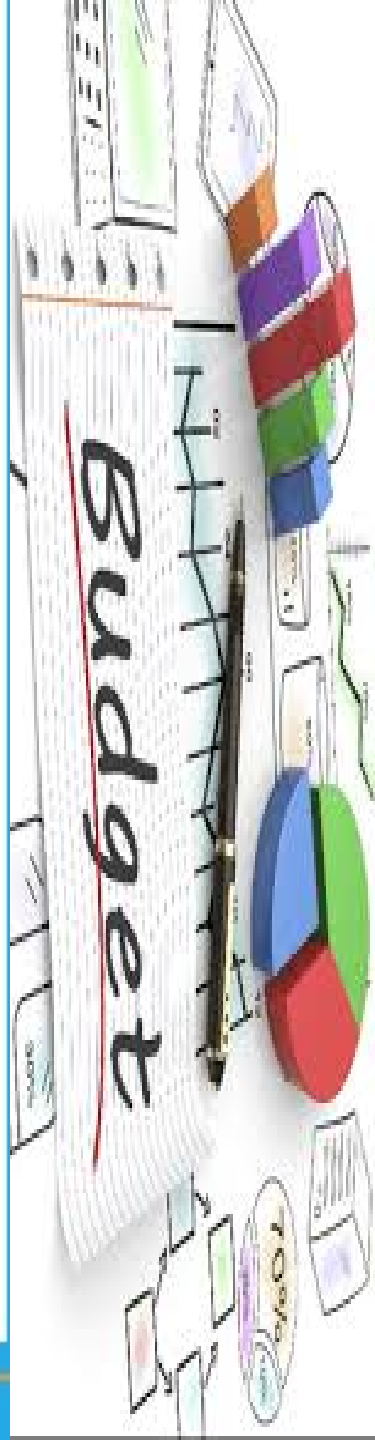


II- Project Budget

II-4- The benefits of effective project budgeting

We can all agree a budget is essential for any project, but the benefits extend far beyond just knowing what the project is going to cost. Effective project budgeting has the following benefits:

- By knowing how much money is available for each project activity, you can easily pinpoint areas that need attention.
- One of the trickiest parts of project management is having the right human resources available. The project budget helps determine exactly what skills you need for what length of time, which is especially useful when people are working across multiple projects.
- The budget is an effective management tool to see if you're on track to meet goals.
-

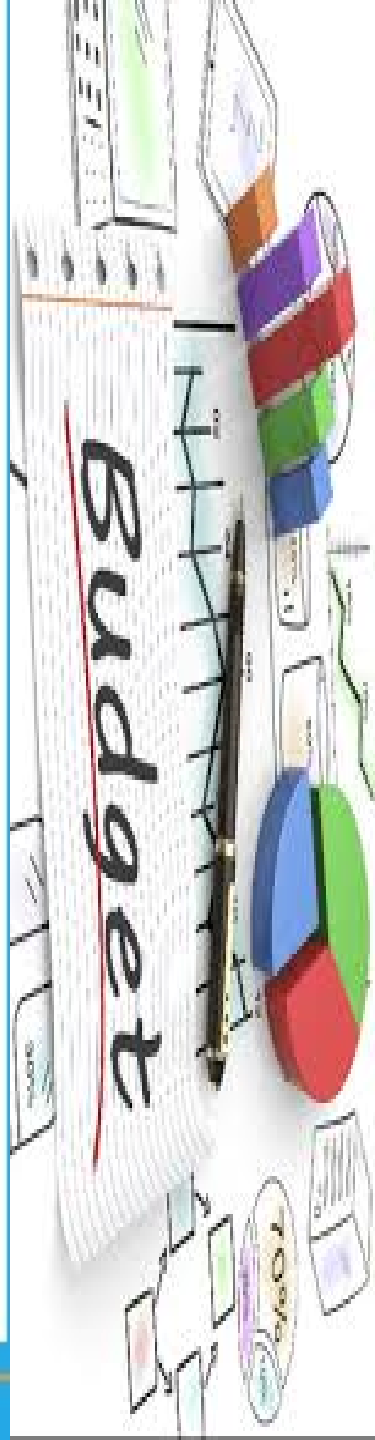


II- Project Budget

- It helps prioritize activities that can be completed within the resources available.

Sometimes this means reining in your ambitions but at least you'll be delivering to expectations.

- Helps promote future thinking and planning.
- Project Managers who can deliver great outcomes while effectively controlling budgets have great career prospects!



Lecture 7

II- Project Budget

Project Budget Worksheet

Project name: Last updated:

Project manager: Updated by:

Task Number	Responsible Person or Vendor	Dates		Estimated Costs				Actual
		Start	End	Equipment	Materials	Labor	Total	
				50	2000	500	2550	3000
							0	
							0	
							0	
							0	
							0	
							0	
							0	
							0	

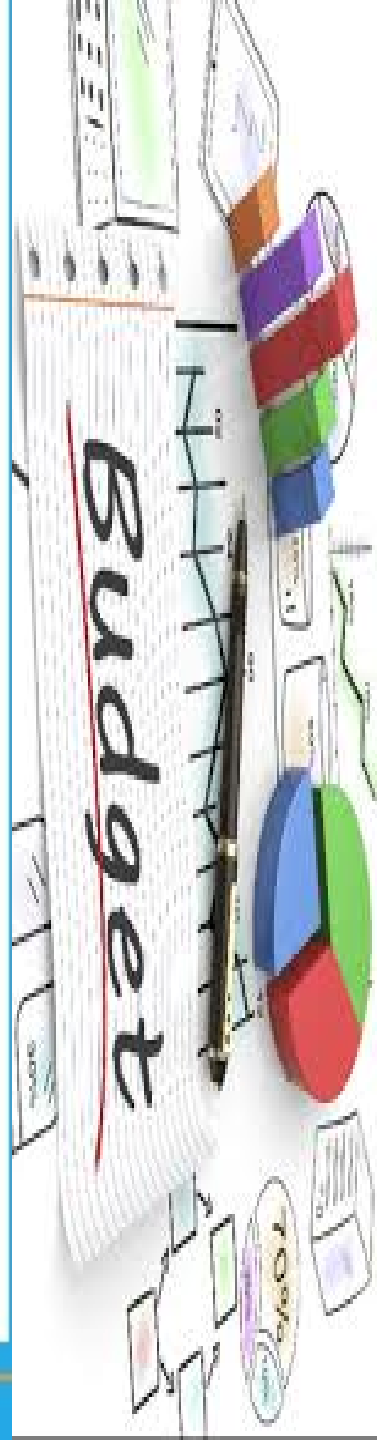
Project Budget Template										
Summary Cost of the Project					Amount (in \$)		Details of the Project			
Total budgeted Cost during the					-		Name of the Company			
Total Actual Cost during the period					-		Project Name or ID			
Total Variance during the period					-		Project Lead			
							Start Date			
S.No.	Particulars	Material		Labor		Fixed Cost	Miscellaneous Cost	Budgeted Amount (in \$)	Actual Amount (in \$)	Variance (in \$)
		Units	Cost per Unit	Hours	Cost per Hour					
	Task 1									
1	Subtask 1	-	-	-	-	-	-	-	-	-
2	Subtask 2	-	-	-	-	-	-	-	-	-
3	Subtask 3	-	-	-	-	-	-	-	-	-
4	Subtask 4	-	-	-	-	-	-	-	-	-
5	Subtask 5	-	-	-	-	-	-	-	-	-
(A)	Total Task 1					-	-	-	-	-
	Task 2									
1	Subtask 1	-	-	-	-	-	-	-	-	-
2	Subtask 2	-	-	-	-	-	-	-	-	-
3	Subtask 3	-	-	-	-	-	-	-	-	-
(B)	Total Task 2					-	-	-	-	-
	Task 3									
1	Subtask 1	-	-	-	-	-	-	-	-	-
2	Subtask 2	-	-	-	-	-	-	-	-	-
3	Subtask 3	-	-	-	-	-	-	-	-	-
4	Subtask 4	-	-	-	-	-	-	-	-	-
(C)	Total Task 3					-	-	-	-	-
(D)	Total Of Project (A + B + C)					-	-	-	-	-



II- Project Budget

II-5-How to estimate budget for a Project

- Budgeting is a critical skill for a project manager and one that takes time to master. To help you build your budgeting competency, we've created a step-by-step guide for you to use as a checklist to ensure you cover all bases.
- 1.Refer to your Project Scope** : the Project Scope contains the goals, deliverables, tasks, and deadlines for the project.
 - 2.Define the Resources you need:** list all the people and items that you need to complete the project within deadlines.
 - 3.Understand the Resource Rate:** people who will be working on the project will work at a specific rate, with more experienced people costing more, but often able to complete tasks faster and to a higher standard. Materials for the project get charged at a rate too.



II- Project Budget

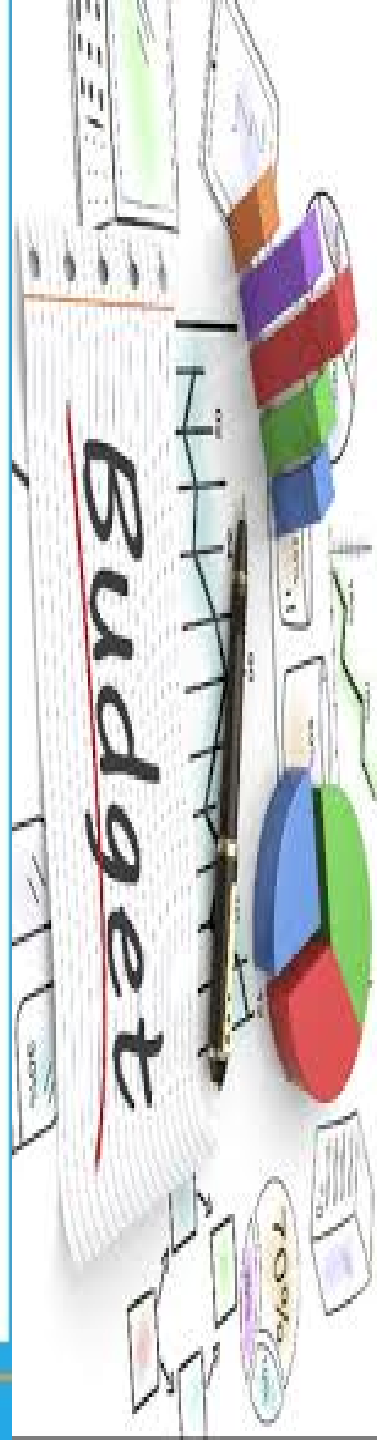
4- Assign Budget estimates: now that you have a list of resources, begin assigning a number to each. Each project will be different, but here are some **Estimating Techniques** to get you started:

1. Use **historical data**
2. Use **maths**
3. Consult **Subject Matter Experts (SMEs)**
4. Consult **suppliers**

5- Establish a contingency fund: Having an emergency fund means there's a reserve for when costs increase.

6- Build the Budget: compile the estimates into your project management software or budget template.

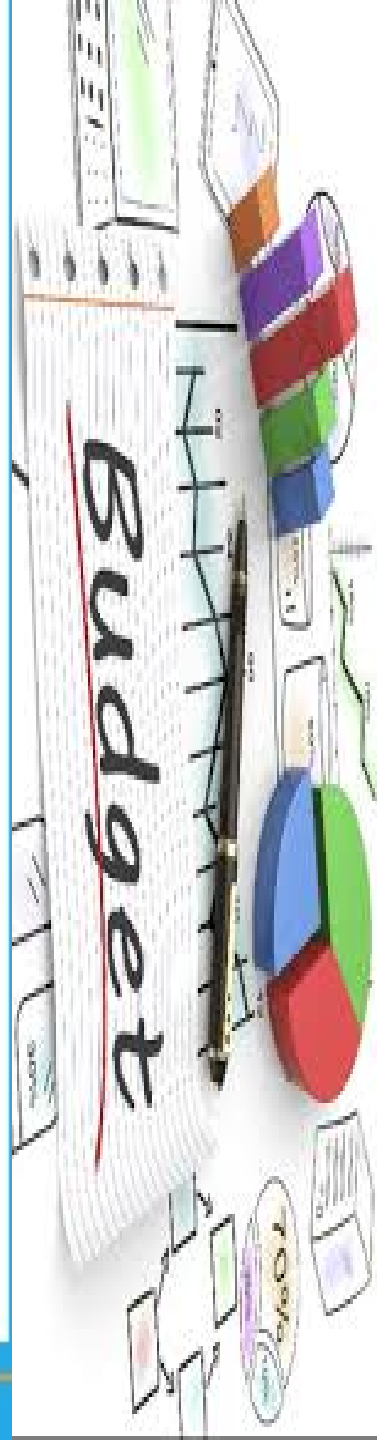
7- Obtain approval: When you're presenting your budget to management or stakeholders, you want it to be right. You'll also need to be able to confidently justify the thinking behind the numbers.



II- Project Budget

II-6- 9 expert tips for better project budgeting

- 1. Watch **Project Scope** like a hawk:** there's no surer way to blow budget than the dreaded **Scope Creep**.
- 2. Divide your Budget into useful timeframes:** For example, you might want to analyze weekly staff costs so that you can quickly address overruns rather than leaving it until the end of the month (or the end of the project) when any issues have compounded.
- 3. Try not to let your contractors know what your contingency is:** Set the expectation that they can't exceed the budget unless you know about it well in advance and can manage it accordingly.
- 4. Involve others:** Consult experts inside and outside of your organization to learn from them. So, communicate widely, and often.



II- Project Budget

5. Understand your budget: whether you are using spreadsheets, budget templates, or more sophisticated software, keep track of your assumptions and calculations so that you remember how you arrived at your budget estimate.

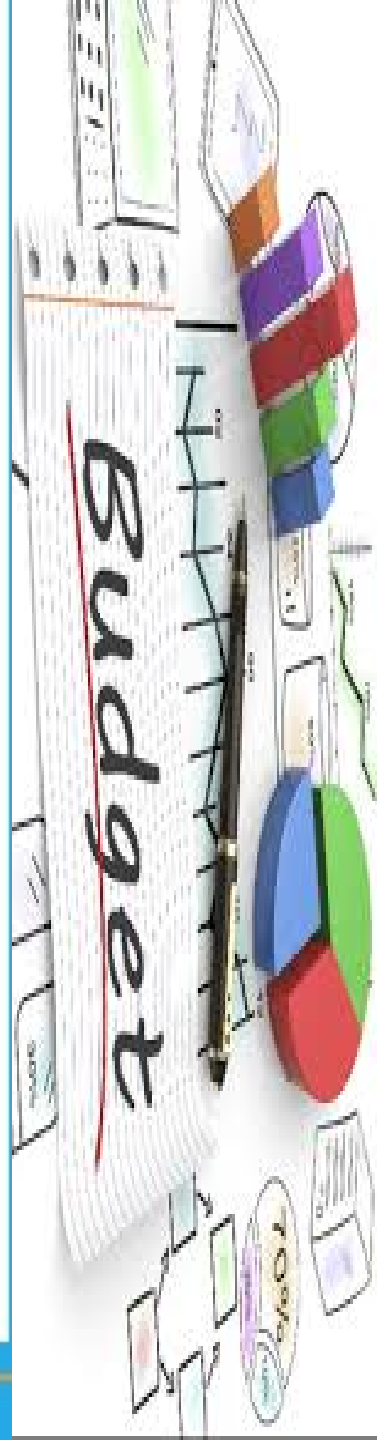
6. Don't fall for the **Generation-Skipping Transfer (GST) trap:**

make sure you treat GST consistently throughout. Many a budget derails because of GST confusion.

7. Consider lag: With a schedule, you know immediately if you've missed a date. But in most companies, financial information is delayed because of reporting practices. Understand your finance systems and account for them during your Project.

8. Update the Budget in real-time: if there are changes, you need to update your Budget regularly so you and your Team are tracking against the right numbers.

9. Record the lessons you learn along the way: this will help you and others in future projects.



III- Project Risks

III-1- Project Risk Planning

- **Risk Planning** is one of the most important components of the **Project Implementation Guide** as it helps you to understand how to plan for potential risks affecting the implementation of your endeavour and minimize the likelihood or consequence of unpleasant and negative results that may jeopardize the achievement of project goals and objectives.
- When you start implementing your Project endeavour you need to **plan** and **manage** for **potential risks**; otherwise, you're likely to fail with achieving the objectives and goals of the project. Designing and implementing a **Risk Management Plan Template** will help you handle the challenge.

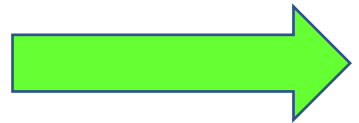
RISK

III- Project Risks

II-2- What are risk categories?

- **Categories of Risk** are specific elements within a Project or its operational environment that could go wrong during the planning, implementation, or follow-up phases of an activity.
- These **Risk Categories** consider things such as **costs, timeline, available staff**, public reception, and **available inventory**.
- They look at the details that go into making a successful Project and consider what would happen if one or more of those details veered off course.

III- Project Risks



Risk Categories can be defined as:

the classification of Risks as per the Business Activities of the organization and provides a structured overview of the underlying and potential risks faced by them.

Most commonly used Risk classifications include **Strategic, financial, operational, people, regulatory** and **finance**.

RISK

III- Project Risks

III-3- Why do you use Risk Categories?

- **Risk Categories** help identify risks.
- It ensures that the users can track the origin of the underlying and potential risks faced by a Project.
- These categories help determine the **efficiency** of the control systems implemented in all the departments of a Project.
- It ensures that risk identification is made comprehensively, covering all the probable aspects of the underlying and upcoming risk conditions.
- With these categories, users can determine the areas that are highly prone to risks, and it even allows in the identification of standard and probable causes.
- With Risk Categories, users can even develop appropriate risk dealing mechanisms.

RISK

III- Project Risks

III-4-Top 4 types of Project Risks

- A **Risk Breakdown Structure** outlines the various potential risks within a Project. There are four main types of Project Risks: Technical, External, Organizational, and Project Management

1. Technical risks

Technical risks refer to anything that could go wrong with your **software, hardware**, or any manuals or other process documents related to your Project.

2. External risks

External Risks are things that could impact your Project that are outside of your organization's direct control.

3. Organizational Risks

Organizational Risks refer to aspects of your company's overall Resources and Culture which could impact your Project's Implementation.

4. Project Management Risks

Project Management Risks involve how the Team directly working on your Project operates and what internal aspects of your Team could impact your Project's Success.

III- Project Risks



III- Project Risks

III-5- How to Identify Categories of Risk?

- An organization must scrutinize its process assets to find out if the same has a defined set of Risk Categories or not.
- The users can make use of techniques like the **SWOT Analysis**, documentation reviews, information gathering techniques, **Brainstorming**, interviewing, **Checklist Analysis**, risk register, outputs of risk identification, impact matrix, Risk data quality assessment, simulation technique, etc.

III-5-1- The SWOT Analysis

- SWOT analysis is defined as the review of an individual, company, product, or industry by assessing strengths, weaknesses, opportunities, and threats of the object of study.
- It is an essential practice for revealing the internal and external constraints that affect a business' performance and growth.
- While the internal environment poses strengths and weaknesses which are controllable, the external environment exhibits uncontrollable elements that are opportunities and threats.

Components of SWOT Analysis

	Positive	Negative
Internal	STRENGTHS (Internal Positive Factors)	WEAKNESSES (Internal Negative Factors)
External	OPPORTUNITIES (External Positive Factors)	THREATS (External Negative Factors)

III- Project Risks

III-5-2- The Checklist Analysis (CLA)

- **Checklist analysis (CLA)** is a technique that can be used to identify and manage risk.
- The checklist is developed by listing **items**, **steps**, or **tasks** and is then analyzed against criteria to determine if the procedure is completed correctly.
- The checklists should be developed using **historical information** or knowledge gained from similar Projects in the past.

RISK

IV- Project Communication

IV-1- Project Communication

- **Effective Communication** is often the foundation of successful Projects.
- Good Communication can unite team members and **Stakeholders** to a **Project's Strategy, Objectives** and **Budget**.
- It can also enable everyone involved in the Project to understand his or her roles, which may make them more likely to support the Project.



IV- Project Communication

IV-2- Why is a Project Communication Plan Important?

- Without a **Project Communication Plan**, Projects can incur more risk and fail to meet desired outcomes.
- Research by the Project Management Institute (PMI) supports this assertion.



IV- Project Communication

IV-3- Tips for More Effective Project Communication

- Project managers and C-Suite executives often agree that effective Communication to Stakeholders throughout the Project Lifecycle is an essential core competency.
- Here are some tips to communicate more effectively:
 - * Make communication a priority
 - * Don't assume you know everything
 - * Keep things positive
 - * Switch up the communication channels
 - * Keep updates timely and concise



IV- Project Communication

V-4- How to Develop a Project Communication Plan

When developing a **Communication Strategy**, here are a few questions to ask:

Who needs to be informed?

- Project Team Members
- Executives
- Stakeholders or clients

How frequently will communication be needed?

- Weekly?
- Bi-weekly?
- Monthly?

Who needs to know what?

does the CEO need to know about a delivery hitch?

Who needs to know about budget overages?

What kind of communication will be required?

Team and Management meetings,
Project updates?

What details must be communicated?

- Meeting notes,
- progress,
- problems,
- successes?

IV- Project Communication

IV-5- The Project Kickoff Meeting

- **The Project Kickoff** is part of the **Project Initiation Phase** of **the Project Life Cycle**. It's a critical Project Management activity that involves preparing the team members and the client team on **expectations, communication and collaboration for the Project**.
- It informs the Project Planning Phase of the Project, and also allows your team and the client to iron out and finalize details such as **Project Timeline, Project Management methodology , success measurement, and more**.



IV- Project Communication

IV-5-1- Internal Project Kickoffs

- The purpose of an **internal Project Kickoff** is to bring the Project Team up to speed and properly prepare them for the official kickoff meeting with the client.
- As the Project Manager, your job is to educate them, bring the team together, set expectations for the project, and ensure a clear understanding of the project among all team members (and yourself!).
- Once you've got the internal kickoff out of the way, the Client Project Kickoff meeting is next.



IV- Project Communication

IV-5-2- The Project Kickoff Meeting

- We can think of the Project Kickoff Meeting as having two parts — a pre-client kickoff meeting, and a client kickoff meeting.
- Here's a little secret: we don't want your first meeting with the client or key stakeholder to be the official kickoff meeting with the full client team and full project team.
- Instead, hold a pre-client kickoff meeting first — this is worthwhile for a few reasons:



IV- Project Communication

- You'll be able to nail down **the Project Approval Process** without other attendees chiming in and claiming they need to be involved.
- You'll be able to confirm **the Statement of Work** and **Scope of the Project**.
- You'll be able to establish a positive relationship with the client right off the bat, setting the tone for a good rapport and working relationship as the Project Progresses.
- You'll be able to iron out a few other important details in advance, such as **collaboration tools**, what assets will be needed, and the kickoff meeting agenda.



V- Project Plan

V-1- What is Project Plan

- A good **Project Plan** is one of the most essential elements of success in **Project Management** .
- From preventing **Scope Creep** , **overblown budgets**, and **missed deadlines** to *minimizing stress* and *frustration*.
- So, how do you create a good **Project Plan** and what are the essential elements of a Project Plan?



V- Project Plan

V-2- Who creates Project Plans?

- The obvious answer to this is Project Managers. But everyone who has to manage Projects in their roles can benefit from creating **Project Plans** before starting a new project, especially in cases of similar or recurring projects.
- A **Project Plan** saves you the time it takes to recreate the same project over again.
- Team Members and Stakeholders involved in the Project and its results may provide **input, expertise, costs**, and other relevant information to be added in and approved before the Project Manager puts finishing touches on the **Project Plan**.



V- Project Plan

V-3- Why are Project Plans important?

- **Project Plans** are important because they provide a shared vision for what the project aims to accomplish.
- **Project Plans** give clarity on the responsibilities of each **Team Member** and **Stakeholder** in the Project. They also organize the Project's work from start to finish and prevent extraneous work from crowding out critical tasks.
- **Project Plans** can become a powerful **communication tool** within the team throughout the Project. They serve as an important written reference for the **Project Manager**, **Team Members**, and **External Stakeholders**. These plans also help to mitigate **Risk** and maintain **Quality** at all stages of the project — from planning to completion.



V- Project Plan

V-4- Elements of a Project Plan you shouldn't overlook

- There are essential elements you must include to create a good Project Plan.
- Keep in mind that creating and working with a flawed project plan is just as bad as working without one.
- **Timeline**, **costs**, and **deliverables** should be detailed clearly to show the **Scope** of your project.
- In the ten sections below, you'll find ten essential elements of a **Project Plan** you shouldn't overlook.



OUTLINE OF BUSINESS
JUSTIFICATION &
STAKEHOLDER NEEDS

RISK ASSESSMENT
& MANAGEMENT PLAN

LIST OF REQUIREMENTS
& PROJECT OBJECTIVES

DEFINED ROLES
& RESPONSIBILITIES

PROJECT SCOPE STATEMENT

RESOURCE ALLOCATION

LIST OF DELIVERABLES
& ESTIMATED DUE DATES

QA PLAN

DETAILED PROJECT SCHEDULE

COMMUNICATION PLAN

INGREDIENTS
FOR A PERFECT
PROJECT PLAN

SUMMARY

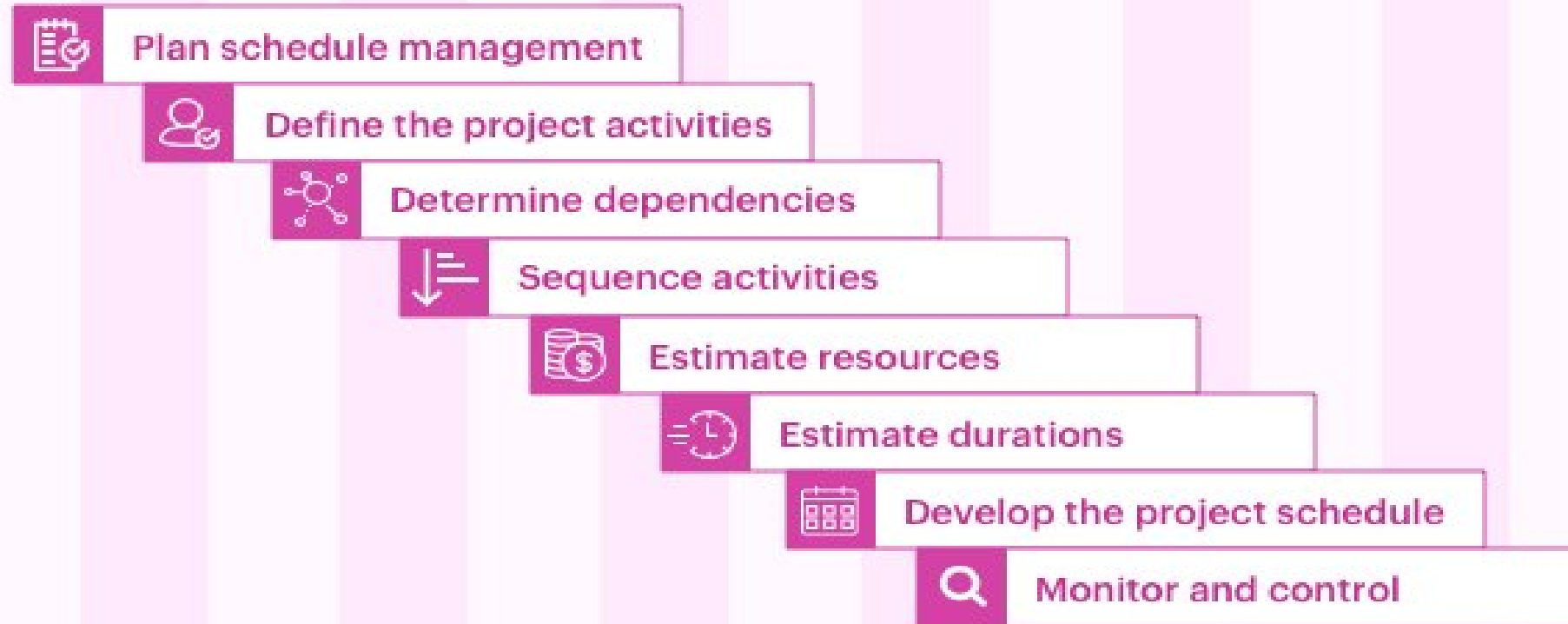
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The 8 Steps Of The Project Scheduling Process





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Project Budget Excel Template

Name of the Company	ABC CO. PVT. LTD.	Start Date	12-11-2017
Name of the Project	ABC Mart	End Date	12-09-2019
Project Head	Mr. POR	Estimated Days	700
Budgeted Cost	\$ 14,98,000	Actual Days	701
Actual Cost	\$ 16,05,800	Under/(Over Days)	(1.00)
Under/(Over) Cost	\$ -1,07,800		

Project Budget Estimator

Work-breakdown Structure		LABOUR				MATERIAL				Fixed Cost	Total Cost		Under/(Over)
WBS	Task Category	Est. Time	Rate	Est. Wages	Act. Wages	Est. Unit	Rate	Est. Mat.	Act. Mat.	Amount	Estimated	Actual	Amount
1	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
1.1	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
2	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
2.1	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
3	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
3.1	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
3.2	Secondary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
3.3	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
4	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
4.1	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
4.2	Secondary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
4.3	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
5	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300
5.1	Secondary	200	\$ 200	\$ 40,000	\$ 45,000	100	\$ 100	\$ 10,000	\$ 15,000	\$ 3,500	\$ 53,500	\$ 63,500	\$ -10,000
6	Primary	200	\$ 200	\$ 40,000	\$ 38,000	100	\$ 100	\$ 10,000	\$ 9,700	\$ 3,500	\$ 53,500	\$ 51,200	\$ 2,300

Plan Risk Management

Identify Risks

Assess Risks

Plan Risk Responses

Monitor & Control Risks

Likelihood

High

Low

Impact

High

Low

**High impact
and likely
to occur**

**Low impact
and likely
to occur**

**High impact
but unlikely
to occur**

**Low impact
and unlikely
to occur**

PROJECT COMMUNICATION MATRIX



Thank You
For Your
Attention