

Project operations management

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MGM415

Lecture 7 : PJOMP and project planning phase



Welcome on board of the professional PM track

**Hi,
based on the ex-lecture**

After initiating the project operations compliance of the PJOMP at the initiation phase

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Lecture's Target

The integration of the project operations compliance plan with the project operations tasks of the planning stage

Some critical (PJFT)
Tasks during the Planning Phase

1. Project Objectives breaking down :

This task involves clearly effective the project's objectives, such as improving operational efficiency, developing a new product, or implementing a system upgrade. The objectives should be specific, measurable, achievable, relevant, and time-bound (SMART) ,based on the given the planned project baselines at the BPP planning stage

2. Project Scope planning :

Project Scope planning ,after establishing the boundaries of the project by defining what is included and excluded.This task involves identifying the project's deliverables, setting boundaries and constraints, and documenting any assumptions made during the planning phase.

3. Work Breakdown Structure (WBS):

The WBS is a hierarchical decomposition of the project deliverables and activities. It breaks down the project into smaller, more manageable components, such as work packages, tasks, and sub-tasks. The WBS helps in organizing and understanding the project's structure.

4. Project Activity Sequencing:

This task involves determining the logical order and dependencies of project activities. It establishes the sequence in which tasks need to be executed to achieve project objectives. Dependencies can be of various types, such as finish-to-start, start-to-start, finish-to-finish, or start-to-finish.

5. Project Resource Planning:

Resource planning involves identifying the types and quantities of resources required for the project. This includes human resources, equipment, materials, and facilities. Resource availability and allocation are considered to ensure that the right resources are available at the right time.

6. Project Time Estimation:

Time estimation involves estimating the duration of each activity in the project. It considers factors such as resource availability, dependencies, and constraints. Techniques such as expert judgment, historical data analysis, and parametric estimation are used to estimate activity durations.

7. Project Risk Identification:

Risk identification involves identifying potential risks and uncertainties that may impact the project's success. Risks can arise from various sources, such as technological uncertainties, market changes, or resource constraints. A comprehensive risk register is developed to document identified risks.

8. Project Cost Estimation and Budgeting:

Cost estimation involves estimating the overall cost of the project, including labor, materials, equipment, and other expenses. This task helps in determining the project's financial feasibility. Once the costs are estimated, a budget is created to allocate funds to different project activities.

9. Project Quality Planning:

Quality planning involves defining the quality standards and requirements for the project deliverables. This task includes identifying quality metrics, specifying acceptance criteria, and developing quality assurance and control processes to ensure that the project meets the desired quality standards.

10. Project Communication Planning

Communication planning involves identifying the project stakeholders, understanding their communication needs, and determining the most effective channels and methods for communication. A communication plan is developed to ensure that the right information is shared with the right stakeholders at the right time.

Some of Project Operations
Compliance Tasks during
the Planning Phase:

The tasks and compliance requirements are essential for successful project planning. By addressing them effectively, project managers can set **a solid foundation** for the project and minimize risks and compliance issues that may arise later in the project lifecycle.

1. Legal and Regulatory Compliance:

Compliance with legal and regulatory requirements is crucial for project success. This task involves identifying the applicable laws, regulations, permits, and licenses that the project must comply with. The project plan is reviewed to ensure that it aligns with these compliance requirements.

2. Health, Safety, and Environmental Compliance:

This task involves assessing potential health, safety, and environmental risks associated with the project. It includes identifying hazards, evaluating risks, and developing plans and procedures to mitigate or control them.

Compliance with relevant health, safety, and environmental regulations is essential to protect the well-being of project personnel and the environment.

3. Ethical Compliance:

Ethical compliance focuses on ensuring that project activities are conducted in an ethical and responsible manner. This involves establishing ethical guidelines and standards for the project team and stakeholders.

Ethical considerations may include issues such as fair competition, privacy protection, confidentiality, and conflict of interest management.

4. Organizational Compliance:

Organizational compliance refers to aligning the project plan with the policies, procedures, and guidelines of the organization.

This task ensures that the project operates within the framework established by the organization and its compliance with project management methodologies, governance frameworks, and internal control requirements.

Here are some key measures
for PJFT
tasks :

It's important to regularly track and analyze the data to measure efficiency accurately.

These measures provide insights into the effectiveness of project operations tasks and compliance efforts, enabling project managers to take corrective actions and make informed decisions during the planning phase.

1. PJFT planning Task Completion assessment:

1. Milestone Achievement: Track the completion of key project milestones to assess progress and ensure timely task completion.
2. Deliverable Completion: Monitor the completion of project deliverables to evaluate the efficiency of task execution.
3. Schedule Variance: Measure the variance between planned and actual task durations to identify any delays or deviations.

2. PJFT planning resource Utilization assessment:

1. Resource Allocation: Assess the allocation of resources to tasks and evaluate whether they are utilized efficiently.
2. Resource Productivity: Measure the output or work completed per unit of resource input to gauge resource efficiency.
3. Resource Availability: Monitor the availability and accessibility of resources to ensure they are effectively utilized.

3. PJFT planning Cost Performance assessment :

1. Cost Variance: Compare planned costs against actual costs to determine if the project is within the allocated budget.
2. Cost Efficiency: Evaluate the cost-effectiveness of project operations tasks by assessing the value derived from the resources invested.
3. Cost Estimation Accuracy: Measure the accuracy of cost estimates made during the planning phase by comparing them with actual costs incurred.

4. PJFT planning Risk Management assessment:

1. Risk Mitigation: Measure the effectiveness of risk management strategies by assessing the identification and mitigation of potential risks.
2. Risk Response Time: Evaluate the timeliness of responses to identified risks to minimize their impact on the project.
3. Risk Impact: Assess the severity of risks and their potential impact on project objectives to prioritize risk management efforts.

5. PJFT planning Compliance assessment:

1. Adherence to Regulations: Measure the extent to which the project complies with legal, regulatory, health, safety, and environmental requirements.
2. Ethical Compliance: Evaluate the adherence to ethical guidelines and standards throughout the project planning phase.
3. Organizational Compliance: Assess the alignment of the project plan with the organization's policies, procedures, and guidelines.

6. PJFT planning Stakeholder Satisfaction assessment:

1. Stakeholder Engagement: Measure the level of stakeholder involvement, satisfaction, and support during the planning phase.
2. Communication Effectiveness: Assess the efficiency and effectiveness of communication channels and methods used to engage stakeholders.
3. Stakeholder Compliance: Evaluate the stakeholders' adherence to project objectives, requirements, and guidelines.

Some of compliance
performance indicators for
the project planning phase

1. Regulatory Compliance assessment :

This indicator measures adherence to applicable laws, regulations, permits, and licenses. It evaluates whether the project planning phase complies with legal requirements and avoids any violations. Examples of regulatory compliance indicators include:

- Completion of necessary permits and licenses required for the project.
- Compliance with environmental regulations.
- Adherence to health and safety regulations.
- Compliance with data protection and privacy laws.

2- Adherence to Regulations:

Evaluate the project's compliance with legal, regulatory, health, safety, and environmental requirements. Monitor whether the project plan aligns with applicable regulations and standards to ensure efficient compliance.

3. Stakeholder Compliance assessment :

Assess the stakeholders' adherence to project objectives, requirements, and guidelines. Measure their compliance with project milestones, deliverables, and feedback requirements to ensure efficient collaboration and stakeholder satisfaction.

4. Risk Management:

this indicator evaluates the effectiveness of risk management efforts during the project planning phase. It assesses whether risks are properly identified, analyzed, and mitigated. Examples of risk management indicators include:

- Completion of a comprehensive risk assessment.
- Compliance with risk management plans and strategies.
- Implementation of risk mitigation measures.
- Documentation of risk management activities and decisions.

5. Documentation and Record-Keeping:

This indicator focuses on compliance with documentation and record-keeping requirements. It ensures that project planning activities are adequately documented and records are maintained. Examples of documentation and record-keeping indicators include:

- Availability of a project charter or initiation document.
- Documentation of project objectives, scope, and deliverables.
- Maintenance of project planning records, including meeting minutes and decisions.
- Compliance with document current policies.

6-Ethical Compliance assessment :

Assess the adherence to ethical guidelines and standards throughout the project planning phase. Monitor ethical considerations such as fair competition, confidentiality, and conflict of interest management to ensure efficient and responsible operations.

7-Organizational Compliance assessment :

Evaluate the alignment of the project plan with the organization's policies, procedures, and guidelines.

Measure whether the project is compliant with the organization's internal control requirements and governance frameworks.

8- Communication assessment :

Evaluate the efficiency and effectiveness of communication channels and methods used to engage stakeholders. Measure factors such as the clarity of communication, timeliness of information exchange, and stakeholders' understanding of project objectives and requirements.



Thanks