

PROJECT PLANNING



Introduction

Before commencement of any project, the first thing that we need to do is project planning. Any reasonable project manager certainly understands importance of planning a project well. Carefully planned project takes into account necessary aspects of a project (e.g. tasks, milestone, schedule, risks, communication, quality, etc.) and provide a plan which project team can refer during execution.

Purpose of project planning

Primary purpose of planning is to establish or set of directions in sufficient detail to tell the project team exactly what must be done, when it must be done, what resources will be required to produce the deliverables of the project successfully and when each resource will be needed.

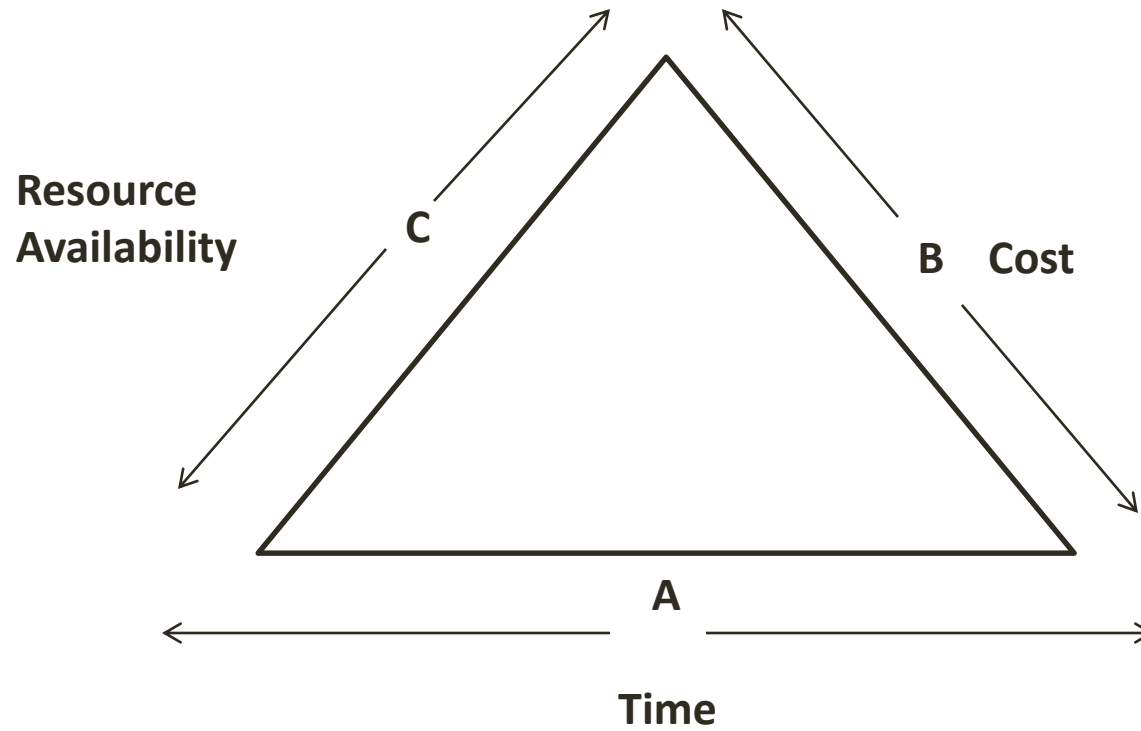
Elements of Project Planning

- Project Scope
- Project Schedule
- Resource Requirement
- Project cost estimation
- Quality and Project Risk Management Planning

Project Scope

Any project is expected to provide its stakeholders with certain outcome, which is commonly termed as *project deliverables*. These project deliverables depends on the *scope of the project*. Analogically, **defining a project scope is like drawing a map**. In the map, the boundaries are drawn to indicate stretch/extent of a given territory; similarly project scope outlines the extent of project deliverables.

THE PROJECT SCOPE TRIANGLE



The project scope is generally constrained, with respect to following aspects

1. Time

2. Cost

3. Resources

And each corner of this triangle in turn has cost implication e.g. any addition of resource to project can increase cost of project, any delay in delivery can increase cost of project, any compromise on quality can have further effect on cost of the project. Hence cost of the project is directly dependent on project scope & project scope in turn is dependent on project delivery time, quality parameters & resources assignment.

Project Schedule

Once project scope is determined and work breakdown structure (WBS) is created, the next step is to create delivery timeline. For each of the deliverable work item identified in the work breakdown structure (WBS), project planner needs to identify **list of activities** need to perform.

The project schedule may change as project progress; this change can be attributed to change in scope, deliverables, quality and risk aspects of the project.

Resource Requirement

It is the people who make the project work hence it is critical to plan for project team. But project resource is not just about the people to be involved in the project, rather materials, equipment required for successful completion of the project. Having mentioned this, generally resource planning tends to revolve about people/staffing management.

Human Resource Plan

This plan tries to answer following questions but rather precise details:

1. What kinds of people are required to complete the project –necessary qty, competencies?
2. What should they do –roles & responsibilities?
3. Whom will they report to?

Project cost estimation

Cost planning exercise helps to baseline the overall project budget in terms of money so that project sponsors & project steering committee can agree on project delivery schedule as well as the payment schedule. It tries to identify cost elements to be consumed during the project lifecycles such as

- Monetary resources requirement (people, machinery, material, equipment, space, etc.)
- Provisions for risk management (people, machinery, material, equipment, space, etc.)

Cost estimates per activity

Since activity/task form the basis for estimation of effort, duration required; project cost is generally is summed up based on cost estimates of the activities involved. Just like effort/duration estimate of an activity/task, cost estimate of an activity provides quantifiable assessment expressed in terms of currency like Euro, USD, SD, etc.

It is expected to capture cost implication of

People, equipment, facilities, etc. required to complete given activity

Inflation, exchange rates applicable for context of the activity

Project Quality

To create project quality plan, project planner need to identify what are the quality requirements of the project, which all standards are we supposed to comply with and in what manner.

Project risk management

Project risk management is about assessing future uncertainties which can have potential impact on project objectives and the exercise of creating risk management plan, prepares team for effectively managing those uncertainties.

Importance of Project Planning

- Increases efficiency.
- Reduces business related risks.
- Facilitates proper coordination.
- Aids in organizing.
- Gives right direction.
- Keeps good control.
- Helps to achieve objectives.
- Motivates the personnel.
- Encourages creativity and innovation
- Helps in decision making.

Conclusion/Recommendation:

One of the critical factors to succeed in project management is to have comprehensive & detailed project plan; yet have the flexibility to adapt appropriately based on the uncertain circumstances.

2.PROJECT PLANNING PROCESS

2.1 GANTT CHART

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S N	TASK	DUR.	2014					
			JAN	FEB	MAR	APR	MAY	JUN
1	REQUIRMENT ANALYSIS	2Month						
2	DATABASE DESIGN	3Month						
3	PROGRAMMING	4&half Month						
4	TESTING/ PRESENTATION	2& half Month						
5	TRAINING	10 days						
6	DOCUMENTATION	1Month						
7	HANDOVER/ PROJECT CLOSURE	2days						

A **Gantt chart** is a type of bar **chart** that illustrates a project schedule. **Gantt charts** illustrate the start and finish dates of the terminal elements and summary elements of a project. Terminal elements and summary elements comprise the work breakdown structure of the project.

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