

Planning

Planning a project involves answering several questions :

What work is to be completed?

What conditions will determine that the work has been completed as agreed?

In what order should the work be completed?

How long will it take to complete each item of work?

What resources are needed to complete each item of work?

How can the work be scheduled to meet the requested deadlines?

Project overview statement(POS)

The main purpose of the POS is to help secure the resources needed to develop a detailed project plan.

POS has five components parts:

1. Problem/opportunity
2. project goal
3. project objectives
4. success criteria
5. assumptions, risks, obstacles

State the Problem/opportunity

This statement is fact—it does not need to be defined or defended.

Establish the project goal

What you intend to do to address the problem or opportunity identified in the problem/opportunity section.

A project has one goal. The goal gives purpose and direction to the project.

Criteria for a goal statement

Specific: be specific in targeting an objective.

Measurable: establish a measurable indicator(s) or progress.

Assignable: make the object assignable to one person for completion.

Realistic: State what can realistically be done with available resources.

Time-related: State when the objective can be achieved; that is the duration.

Define the project objectives

Think of objective statements as a more detailed version of the goal statements.

The purpose of the objective statements is to clarify the exact boundaries of the goal statement and define the boundaries or the scope of your project.

An objective statement should contain four parts:

An outcome: a statement of what is to be accomplished.

A time frame: the expected completion date.

A measure: metrics that will measure success.

An action: how the objective will be met.

Identify success criteria

Why do we want to do this project?

The best choice for success criteria is to state clearly the bottom-line impact of the project.

Subjective measures of success will not do the job. You must speak quantitatively about tangible business benefits.

List assumptions, risks, and obstacles

Identify any factors that can affect the outcome of the project and that we want to bring to the attention of senior management.

There several areas where the project can be exposed to factors that may inhibit project success.

Technological: the company may not have much or any experience with new technology. The present design and technology may not be current in three months or six months.

Environmental: Unstable and changing management structure. High staff turn over. Lack of skills.

Interpersonal: relationship between team members.

Cultural: how does the project fit with the enterprise?

Causal relationships: The proposer assumes that the solution will solve the problem. The assumptions need to be clearly state.