Project Planning Procedure

OVERVIEW

Purpose	The purpose of this procedure is to describe the steps necessary to adequately plan for the project.
Pre-Conditions	• Project definition is complete. • Project has been approved.
Post-Conditions	• Acquire approval to project plan.
Completed by	Project Manager
Necessary Participants	Project Team, Key Stakeholders (Requestor, Sponsor, etc.)

PROCEDURE

Go to: Medium Large Extra-Large

Small Project Project Schedule Template	1. Based on the Charter and the high level requirements identified in Project Definition, confirm what skills/resources will be needed to complete the project. 2. Based on the resources, confirm the amount of effort needed to complete each of the tasks in the Project Schedule template and enter them. 3. Using the effort estimates, also estimate the completion dates for each of the tasks and enter them. 4. Identify the person/people that will be available for the project. Select the people that have the necessary skills. If internal staff does not have need skills, consider contractors as a resource. 5. Complete the other sections of the Project Schedule. 6. Review the schedule with the project team and gather feedback. 7. Review with the project sponsor and obtain approval. 8. Place the approved plan in the project repository

Medium Project Project Plan Template	1. Review the scope, objectives, high-level requirements and the preliminary schedule from Project Definition to understand what the project needs to accomplish. 2. Review the breakdown of the tasks to be sure that nothing is left out. 3. Based on the work breakdown, expand and enhance the preliminary schedule. 4. Identify the person/people that will be available for the project. Select the people that have the necessary skills. If internal staff does not have needed skills, consider contractors as a resource. 5. If not using a scheduling tool, estimate the completion dates for each of the tasks and enter them into the schedule.

	6. Compile the results from the other planning processes and complete the other sections of the Project Plan. • Communications Planning • Change Control Planning • Risk Planning • Quality Planning 7. Review the plan with the project team and gather feedback. 8. Review with the project sponsor and obtain approval. 9. Place the approved plan in the project repository.

Large Project Project Plan Template	1. Review the scope, objectives, high-level requirements and preliminary schedule from Project Definition to understand what the project needs to accomplish. 2. Review the WBS to be sure that nothing is left out. 3. Based on the work breakdown, expand and enhance the preliminary schedule. 4. Based on the WBS, determine what skills/resources will be needed to complete the tasks in the project and note those. Enter the information in the project schedule. 5. Using the skills identified, determine what staff is available or if outside resources are needed. 6. If not using a scheduling tool, also estimate the completion dates for each of the tasks and enter them into the project plan template. 7. Compile the results from the other planning processes and complete the other sections of the Project Plan. a. Communications Planning b. Change Control Planning c. Risk Planning d. Quality Planning e. Procurement Planning f. Configuration Mgnt. Planning 8. Review the plan with the project team and gather feedback. 9. Review with the project sponsor and obtain approval. 10. Place the approved plan in the project repository.

Extra-Large Project	1. Review the scope, objectives, high-level requirements and preliminary plan from Project Definition to understand what the project needs to accomplish. 2. Review the WBS to be sure that nothing is left out. 3. Based on the work breakdown, expand and enhance the preliminary schedule.

	4. Based on the WBS, determine what skills/resources will be needed to complete the tasks in the project and note those. Enter the information in the project schedule. 5. Using the skills identified, determine what staff is available or if outside resources are needed. 6. Let the scheduling tool establish the completion dates for each of the tasks in the schedule. Enter the current information into the project plan template.
Project Plan Template	7. Compile the results from the other planning processes and complete the other sections of the Project Plan. a. Communications Planning b. Change Control Planning c. Risk Planning d. Quality Planning e. Procurement Planning f. Configuration Mgnt. Planning 8. Review the plan with the project team and gather feedback. 9. Review with the project sponsor and obtain approval. 10. Place the approved plan in the project repository.

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