



TOP 10 TIPS FOR EFFECTIVE PROJECT PLANNING

- 1. Define the Project Objectives**
 - Set out Goals e.g. financial gain, market awareness etc.
 - Programme guidelines
 - Approach e.g. look, feel, functionality etc.
- 2. Stakeholder involvement**
 - Assess the decision making process and define stakeholders
 - Consider the degree of involvement required from each stakeholder and confirm in writing.
- 3. Free Planning or Target Planning Approach?**
 - Free Planning – Finish is determined by scheduling all work groups and totalling all planned timings.
 - Target Planning – Finish is pre-determined and all work groups will need to be identified and managed into a constrained programme.
- 4. Identification of Work Elements**
 - The Statement of Work (e.g. Start, Finish, milestones, written reports etc.)
 - Project Specification
 - Milestone Schedule – Significant stage in project which is measurable.
 - Work Breakdown Structure (e.g. breaking down work into manageable work groups), are work groups independent or dependant on each other?, are they measurable?
 - Can work groups happen at the same time as others i.e. programme can be condensed.
- 5. Assignment of responsibilities**
 - Clear responsibility matrix for all participants
 - Ensure clear reporting lines based on Project needs
- 6. Budget Development and management**
 - Define budget constraints (total cost, cost plus %age, outturn cost.
 - Budget updates and management
- 7. Management information and reporting system established**
 - Allied to responsibility matrix.
 - Deliverables to be stated clearly
- 8. Administration and Change Management Controls**
 - Rules of engagement, contract, legal, ethical etc.
 - Project Execution Plan (PEP) if appropriate
 - Defined change management procedure.
- 9. Consistency of Personnel involvement**
 - Personal knowledge loss is a common cause of project failure
 - Periodic review of personnel suitability on longer programmes.
- 10. Measurable Success Criteria**
 - Know how successful the project has been e.g. financial rewards, increased market awareness, saving lives.
 - Consider KPI's, 360 degree feedback, customer feedback etc.