


PROJECT PLANNING – 25 Key Questions

IS YOUR PROJECT ON TRACK?


Use the checklist at the start of a project and then periodically.

The answers to the questions will suggest the action!

Getting off to a good start!

- | | |
|---|---|
| 1. Are you clear about project governance? | |
| 2. Who are the stakeholders and what are their interests in the project? | |
| 3. Is the outcome really clear? Remember the chocolate cake! |  |
| 4. Has the outcome been agreed by all the key stakeholders? | |
| 5. Is there clarity about the time, cost, quality relationship? | |
| 6. Has the project plan specified roles, responsibilities, financial and other resources? | |
| 7. Does the outcome relate to other projects? | |
| 8. Has the team been selected on the basis of both technical and personal skills? | |
| 9. Have the major risks been honestly identified and shared? | |

Project Delivery

- | | |
|--|---|
| 10. Has a work breakdown structure (WBS) been created for the project? | |
| 11. Are appropriate scheduling techniques such as Gantt or Critical path diagrams needed? | |
| 12. Could any project management software help? | |
| 13. Are appropriate performance measures and milestones in place to measure progress? Will you be able to see Red, Amber, and Green (RAG)? |  |
| 14. Is attention being given to building project team relationships? | |
| 15. Is the culture in the team appropriate for its purpose? | |
| 16. Is the team being motivated informed and encouraged? | |
| 17. Are you politically sensitive enough of stakeholder positions? | |
| 18. Are goal posts moving? | |
| 19. Is the plan being monitored and adjusted or are there any heads in sand? | |

At Completion

- | | |
|--|--|
| 20. Has the original outcome been achieved? | |
| 21. Is there an appropriate process for handover? Was it included in the plan? | |
| 22. Has a thorough review and report been completed? | |
| 23. Have the lessons learnt been recorded and communicated? | |
| 24. Whose day job is it? Hand it over! | |
| 25. Has the team been wound down carefully and success celebrated? | |



**WizTraining and Development Ltd, 17 Quantock Close, Gt Ashby
Stevenage, Herts. SG1 6BS**

Tel/Fax: 01438-352274. Mobile: 07770593425

E Mail: keith.wiz@btinternet.com



PROJECT PLANNING

Some Key Bits and Pieces

“A good plan today is better then a perfect plan tomorrow”

George S. Patton

Some reasons why projects are not successful:

- Lack of Focus – vision of the outcomes
- Lack of Planning
- Poor Organisation
- Bad Scheduling
- A Lack of Cost Controls
- Poor Co-ordination of Resources
- Bad Monitoring and Feedback
- Lack of Flexibility when Dealing with Variables

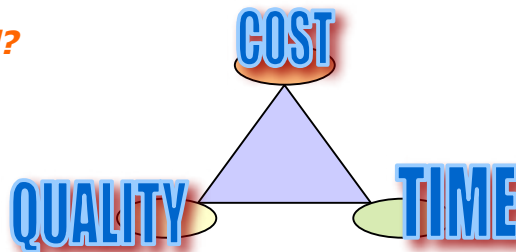


Project Management is about the managing and facilitating of all these areas.

The Project Management Process

1	Start up	A
2	Planning	B
3	Implementation	C
4	Close	D

Is the project balanced?



GET REAL – DO A SANITY CHECK EVERY SO OFTEN!!

Risks and Issues – Consider the STORM ahead

- S**chedule
- T**echnology
- O**rganisation
- R**esources
- M**ethods



To prioritise multiply the probability of occurrence by the project impact

**WizTraining and Development Ltd, 17 Quantock Close, Gt Ashby
Stevenage, Herts. SG1 6BS**

Tel/Fax: 01438-352274. Mobile: 07770593425

E Mail: keith.wiz@btinternet.com