

Priority
Project Planning Breakthroughs
Overview

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Priority
Are Your Projects Delivering?

What was Promised?

On Time?
On Budget?

Priority
Overview

- Process or Project ?
- What is a Project? and Project Phases
- Introduction to the Assignment Framework and first 3 Phases
- Tools and Techniques for Planning Projects
- Organizational Benefits & Key Learning's

Priority
Process vs Project

Process	Project
Repetitive	Unique – one time only
Process Maps are Templates	Original – Used Only Once
Decision Points – Yes/No	No Decision Points
Symbols Used to Note Action	Tasks Named
Show Oper. Control Points	Show Milestones
General Timings – No Specific Resources/Allocation	Specific Timings, Resources and Allocations
Never Reference Projects	Often Reference Processes

Priority
What is a Project?

- PMI®: a temporary endeavor undertaken to create a unique product, service or result.
- AIPM: a set of inter-related activities, with a defined start and finish, designed to achieve a unique and common objective.
- Oxford English Dictionary:
pro' ject n. plan, scheme; planned undertaking
- Specifically: an Execution Plan

Priority
Life Cycle of an Assignment

Priority
What if we had a Process . . .

- That could be understood and used by the whole team, regardless of their background or experience
- That took less time and resulted in fewer errors
- That created buy-in, a common language and more on-time and on-budget deliveries
- That created the shortest duration, most cost-effective plans possible
- That was practical, made the complex understandable and could be learned and applied in 2 – 3 days

Priority
The Assignment Framework

Why **Initiation**
Defining and Clarifying the Challenge

What **Design**
Solution Finding

How **Execution Plan**
Planning the creation of the accepted solution

Execution
Working the plan to deliver the accepted solution

Review
Close-out and reviews

Priority
The Assignment Framework
Initiation

Priority
Tool: Initiation/Charter Document

- What is wrong with the current situation? or What do we want to create/change and why?
- How will things be better/different, and for whom, when we have successfully completed the Assignment?
- What must the Deliverables do? (Performance Criteria)
- What are the boundaries/limits of the Assignment? + Specific Inclusions, Specific Exclusions, Other Exclusions

Priority
Tool: Initiation/Charter Document

- What assumptions are being made?
- What are the Time/Schedule and Cost Constraints?
- What are the Quality/Policy Constraints?
- Who is the Sponsor?
- Who is the Project Manager?
- What authority is being transferred/delegated?

Priority
The Project Management Team

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The Project Management Team

Roles on the Project Team:

- Sponsor
- Project Manager
- Project Administrator/Coordinator
- Stakeholder's Representative
- Designer or Design Coordinator
- Implementer(s)

Priority
Teamwork

Once upon a time, there was a team of four people; their names were **Everybody**, **Somebody**, **Nobody** and **Anybody**.

Whenever there was an important job to be done, **Everybody** was sure that **Somebody** would do it. **Anybody** could have done it, but **Nobody** did it. When **Nobody** did it, **Everybody** got angry because it was **Somebody's** job.

Everybody thought that **Somebody** would do it, but **Nobody** realized that **Nobody** would do it. So consequently **Everybody** blamed **Somebody** when **Nobody** did what **Anybody** could have done in the first place.

Priority
The Assignment Framework
Design

Priority
Design Overview

Design follows a 7 step process:

1. Development of conceptual solutions
2. Development of evaluation criteria and ranking of conceptual solutions
3. Presentation of top 2 – 3 conceptual solutions
4. Review and choice of solution(s) to detail
5. Detailed design of conceptual solution(s)
6. Presentation of detailed design(s)
7. Review and choice of solution

Priority
The Assignment Framework
Execution Planning

Priority
To Plan or Not to Plan?

The nicest thing about not planning is that failure comes as a complete surprise and is not preceded by a period of worry and depression.

–John Preston - Boston College

Value of Planning

"Every minute you spend in planning, saves 10 minutes in execution." – Brian Tracy

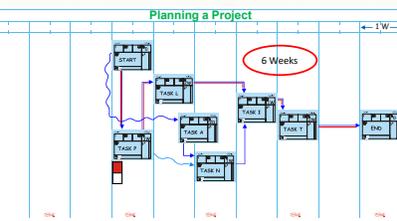
Have you heard of the 1:10:100 rule?

1. It is always least expensive to plan well and resolve problems in the conception and planning stages.
2. If the issue is not resolved in the planning stage, it will cost 10 times more in the building and testing stage
3. Lastly, it will cost 100 times as much to resolve the problem when the system is in production



Execution Planning

Planning a Project



Key Learning Points

- User-friendly tools and methods **take the complexity out of project planning**, including identifying the critical path.

Key Learning Points

- **Quickly produces the most efficient plan**, determining both sequential and parallel dependencies.

Key Learning Points

- **Fosters an unparalleled team-working environment**, dramatically improving overall communication and commitment.

Key Learning Points

- Provides the **visual evidence for making timely and effective decisions**, especially for risk and change management.

Final Words

"Planning is something you pay for whether you do it or not."

Winston Churchill

Project Planning Breakthroughs™

- 3 day program (customizable)
- Case Study driven (interactive in groups)
- Aligned with global *best practices*
- Materials:
 - Learning and Reference Guide
 - "Making It Happen – a Non-Technical Guide to Project Management"
 - Project Planning Kit



What if I/We could. . .

- Get better control of our time, priorities and resources.
- Plan with and get buy-in of the whole team, regardless of their background or experience.
- Create the shortest duration, most cost-effective plans possible – resulting in greater accuracy and fewer errors.
- Quickly and more easily adapt to change.
- Deliver more projects on-time and on-budget.

Partial Client List



Project Planning Breakthroughs

Thank You

