Planning a Project

Chapter 2
What are “alpha project managers”?

What do they do compared to non-alpha project managers?
Percentage of Time Spent on Each Process Group

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<th>Process</th>
<th>Other Project Managers</th>
<th>Alpha Project Managers</th>
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<td>Closing</td>
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<td>Monitoring and Controlling</td>
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<td>Initiating</td>
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What are the two main elements of “project planning”? 

1. Why you are going to perform this project.
2. How you’re going to do it
What is the “mission statement” of a project and what questions does it typically answer?

Brief and motivational. Keeps people focused on the target and working towards it.

1. Who is the customer?
2. What is the project supposed to accomplish?
3. Why is the project important?
4. What is the approach?
What do we mean by the following types of “objectives”?

- Business
- Financial
- Regulatory
- Performance
- Technical
- Quality
What is a “deliverable”? How do they relate to “objectives” and how do they relate to measuring the success of the project?
What is the “scope statement” and what is “scope creep”? 
What is the “work breakdown structure (WBS)” and what is a “work package”?
Once we have the WBS, what do we need to do to create the schedule?

1. Sequence the work packages
2. Assign durations
What is involved in building the project team?

1. Identify the skill sets required to complete the tasks
2. Identify other required resources like equipment
3. Determine the number of each type of resource based on the desired schedule
What kind of things go into the budget?

1. Labor (internal and contractors)
2. Equipment
3. Materials
4. Travel
5. Training

Look at both what you will spend and when you will spend it (cash flows).
What is a “kick-off” meeting?
Kick-off Meeting Agenda

Kick-Off Meeting
[Date of Meeting]

Project Name: Project Management Intranet Site Project

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

Agenda:
- Introductions of attendees
- Review of the project background
- Review of project-related documents (i.e., business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

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<th>Action Item</th>
<th>Assigned To</th>
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Date and time of next meeting: