

# PROJECT PLANNING BASICS



*All teams should have a plan for how the work will be completed, especially project teams. A work plan is where you commit yourself to a series of steps or activities that will ensure the team's performance objectives get translated into ACTION.*

## BACKGROUND

Creating a work plan is hard work, but it is always worth the effort. A plan is a public document that makes it clear what each team member is supposed to do and when each step is supposed to get done.

A good project plan should include:

- A clear objective
- A series of steps for reaching the objective
- The time required for each step
- The proper sequencing of the steps
- The team members responsibility for each step
- The expected completion date for each step
- The costs involved in the project

These items can be captured in a Project Planning Guide like the one here.



## PROJECT PLANNING GUIDE

Project Objective: \_\_\_\_\_

ACTION STEP	RESPONSIBILITY	TARGET DATE	COMPLETION DATE

Project planning software tools often contain additional categories of information. One category included with some tools allows you to specify dependencies between actions. For example, if starting the fifth action is dependent on completing the fourth action, the due date for the fifth action will adjust with any acceleration or delay of the item upon which it is dependent (the fourth item in this example). Software also allows you to create charts showing information that may need to be reported to stakeholders, team members, and partners/vendors.