



Project Planning Takeaway Message

Five Stages of Team-Based Project Planning

1. Prepare a Project Overview

- Goals and Objectives
- Measurement of Success
- Approaches and Methods
- Assumptions and Risks
- Checklist and Documentation
- Review

2. Develop a Work Breakdown Structure

- Identify Places, Times, Dates
- Determine Costs
- Identify Resources

3. Assign Responsibilities

- Leader Ensures Team Understands Purpose and Details
- Match Skills and Resources to Activities
- Each Member Understands Assignment
- Establish Goals and Reporting

4. Put the Plan into Action

- Let the Project Begin!
- Clarify Assignments
- Update on Changes, New Developments
- Support and Encourage
- Be Aware of Stages of Team Development
- Follow the Critical Path

5. Project Closeout

- Recognize the Team
- Post-Mortem Report
 - Were Goals and Objectives Met?
 - Was Project Completed on Time?
 - How Can We Do Better Next Time?
- Write the Report Down; Pass Onto Next Team