

RESPOND → PLAN → RETURN STRONGER

Implementing Project Plans to Streamline Success

PRESENTED BY

Cerila Gailliard, PMP, CSM



What is the PURPOSE of PLANNING?

PROVIDE A ROADMAP TO SUCCESS!

- Where You Were (Past)
- Where You Are (Present)
- Where You Are Going (Future)
- When You Have Arrived



58%

41%

31%

“Proper Planning Prevents Poor Performance”

70%

80%

12%

What are the BENEFITS of PLANNING?

Costs



Resources



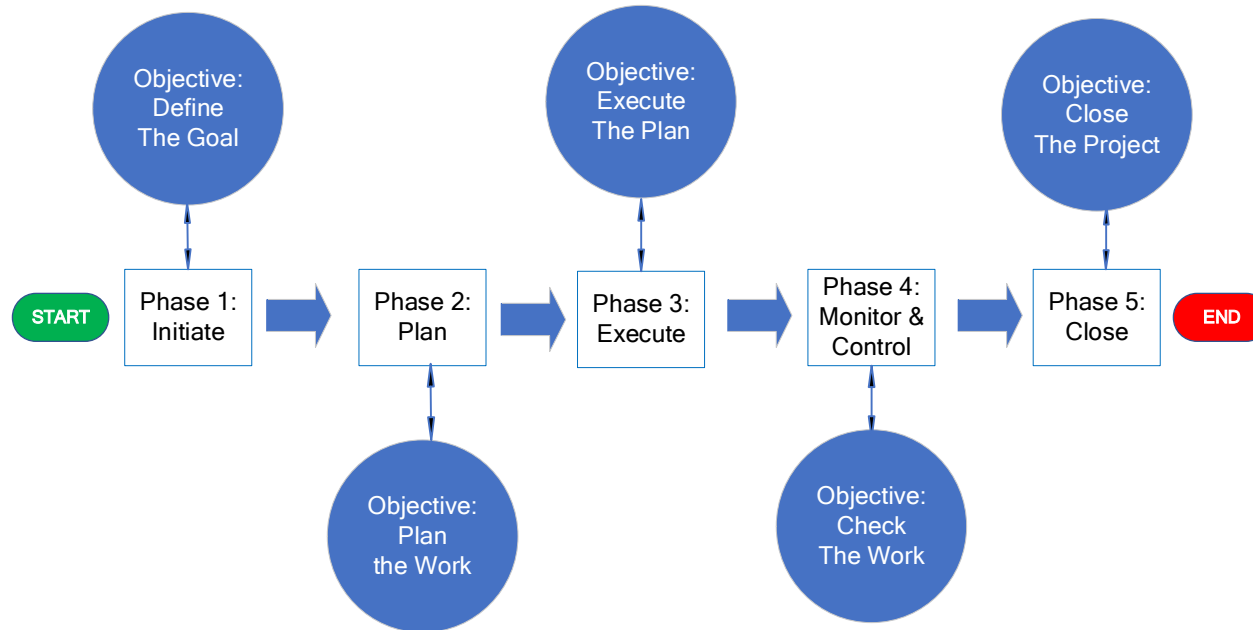
Time



Technology

Proper Project Management Process Flow Map

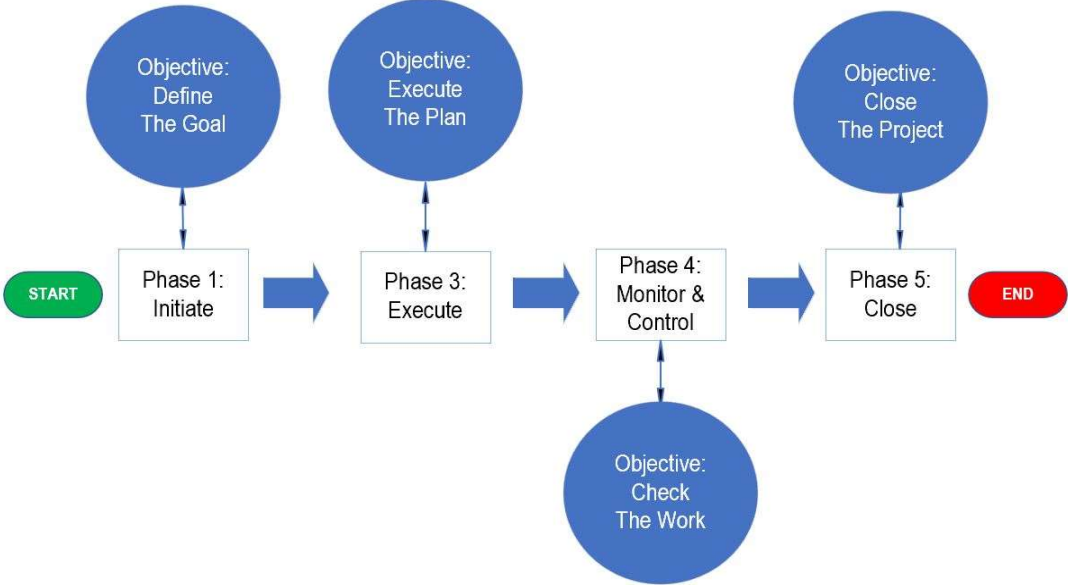
Project Management Process Flow Map with Phase Objectives The 5 Phases of Project Management



Current State Project Management Process Flow Map



Project Management Process Flow Map with Phase Objectives
The 5 Phases of Project Management



“A To-Do List is not a Project Plan”

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Project Management PLANNING



Planning: Plan the work



Planning: Compose the Plan



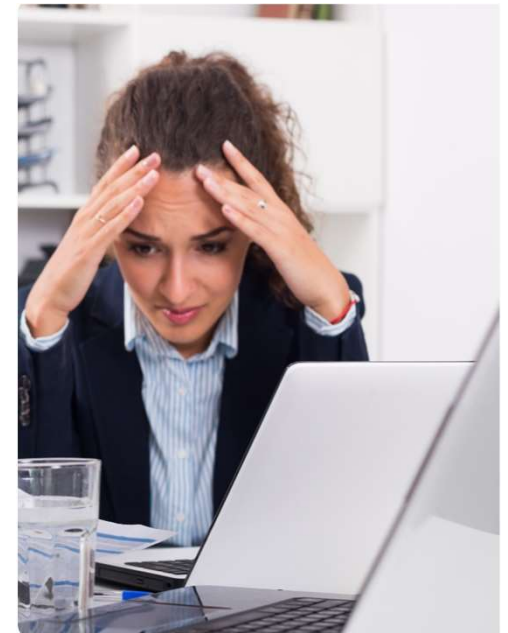
Planning: Document the Plan



Planning: Plan the Work



- ✓ Understand the project
- ✓ Research similar project(s)
- ✓ Read lessons learned
- ✓ Planning is a “Team Effort”



Phase 2: Planning Create the Plan

Scope Management Plan <ul style="list-style-type: none"> Define scope Collect requirements 	Requirements Plan <ul style="list-style-type: none"> Develop a requirements traceability matrix 	Budget Management Plan <ul style="list-style-type: none"> Estimate budget costs Estimate risk costs Determine budget 	Project Quality Plan <ul style="list-style-type: none"> Identify project metrics or other metrics
Communication Plan <ul style="list-style-type: none"> Internal team External (Client) Vendors/Consultants 	Risk Management Plan <ul style="list-style-type: none"> Identify risks Rank each risk Plan risk response Identify owner Estimate cost 	Human Resource Plan <ul style="list-style-type: none"> Internal team External (Client) Vendors/Consultants 	Schedule Management Plan <ul style="list-style-type: none"> Define tasks Sequence tasks Estimate duration Develop schedule
Procurement Plan <ul style="list-style-type: none"> Resources Materials 	Stakeholders Plan <ul style="list-style-type: none"> Identify Individuals impacted by the project Internal team External team (Client) 	Change Management Plan <ul style="list-style-type: none"> Document Analyze Seek approval Update Documentation 	Documentation Plan <ul style="list-style-type: none"> Project software and other tools Documentation storage Documentation Archive

Setup a KICK-OFF Meeting

Planning: Document the Plan



Project Management Tools

- ★ Microsoft Project
- ★ SmartSheet
- ★ Asana
- ★ Trello
- ★ Monday

- Workfront
- Hive
- Wrike
- Jira
- Clickup



Reference: https://www.capterra.com/sem-compare/project-management-software?gclid=Cj0KCQiAvP6ABhCJARIsAH37rbRW8gvFnMoxZsArXjigPqB48vWlwj2_FPK56D-yRkhytXw7cIOIKFYaAlbuEALw_wcB

Why Planning MATTERS?



Learn More



Project Management Institute (PMI) www.pmi.org

Phoenix Chapter of PMI www.phx-pmi.org

Orchestrating Your Success LLC: www.oysllc.com/blog

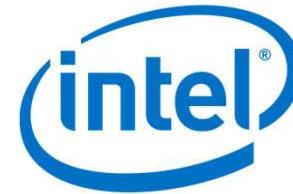


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