

PLANNING

- Planning Functions
- The major components of the planning phase
- Planning hierarchy
- Work Breakdown Structure
- Failure in planning
- Stopping projects
- Triple C Models

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Planning Functions

Why project planning is needed?

There are 4 reasons for project planning :

1. To eliminate or reduce uncertainty
2. To improve efficiency of the operation
3. To obtain a better understanding of the objectives
4. To provide a basis for monitoring and controlling work

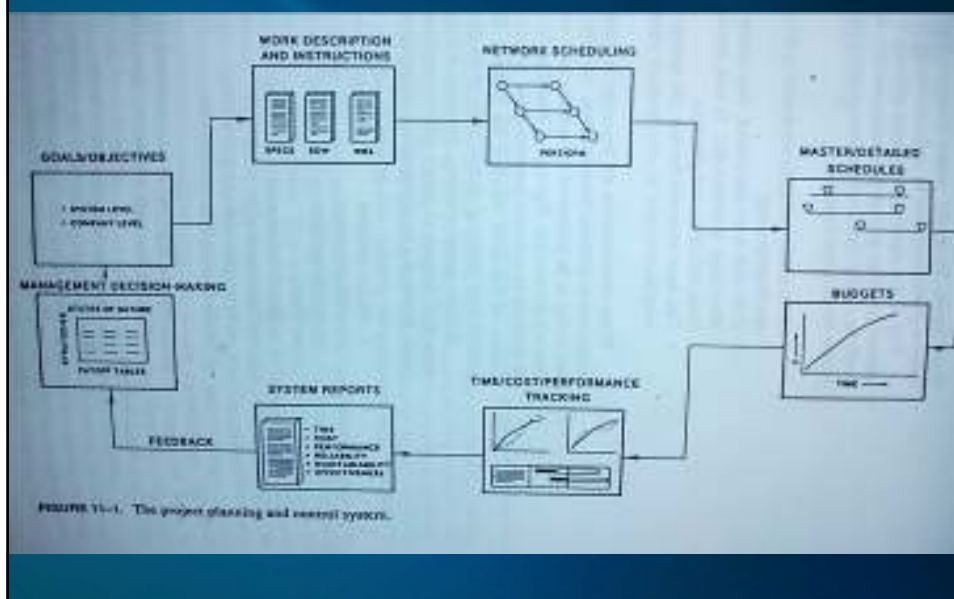
**KEY TO THE SUCCESS OF THE
PROJECT IS GOOD PLANNING**

Planning Functions

A proper planning can serve as :

- Means of communication for all those project organizers
- Basic resource allocation settings
- Driving planners and contractors to look forward and realize the importance of the time element
- Benchmarks control functions

The Project Planning and Control System

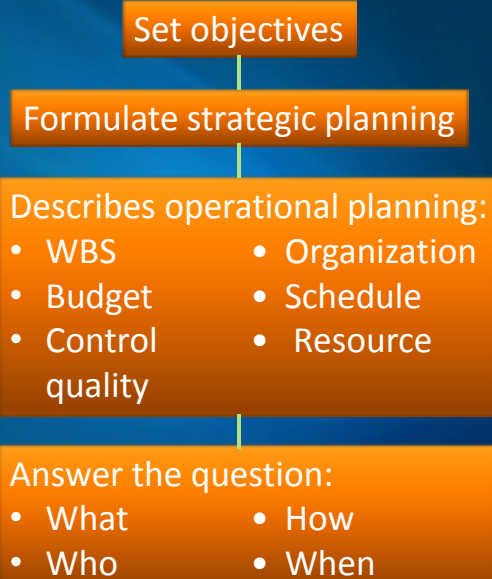


Components of The Planning Phase

There are 9 major components of the planning phase :

1. Objective — a goal, target to be achieved by a
2. Program — the strategy to be followed and
3. Schedule — a plan showing when individual or group activities will be started and
4. Budget — planned expenditures required to
5. Forecast — a projection of what will happen by
6. Organization — a design of the number and kinds of positions along with corresponding
7. Policy — a general guide for decision making
8. Procedure — a detailed method for carrying out a
9. Standard — a level of individual or group performance defined as adequate or acceptable

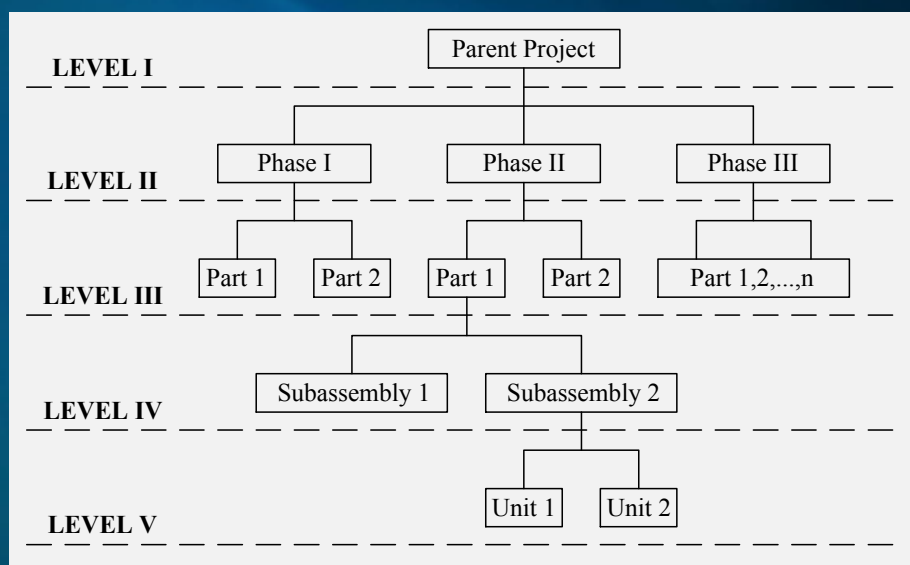
Planning Hierarchy



Work Breakdown Structure (WBS)

WBS is splitting the project scope and rearrange components by following certain hierarchical structure.

WBS Form :



WBS

An activity as a component of WBS smallest must have the following properties :

- Can be managed as a unit of work
- Can be given an identification code
- Can be planned schedule and budget
- Can be measured progress and cost
- Can be assessed the quality and the result
- When integrated with other activities that will be the scope of the overall project

Failure in Planning

No matter how hard we try, planning is not perfect and sometimes plans fail.

Why do plans fail ?

- Corporate goals are not understood at the lower organizational levels.
- Too much planning for a relatively short time.
- Financial estimates were poor.
- Plans were based on insufficient data.
- No attempt was made to systematize the planning process.
- Planning was performed by a planning group.

Failure in Planning

- No one knows the ultimate objective.
- No one knows the staffing requirements.
- No one knows the major milestone dates, including written reports.
- Project estimates are best guesses, and are not based on standards or history.
- Not enough time was given for proper estimating.

Failure in Planning

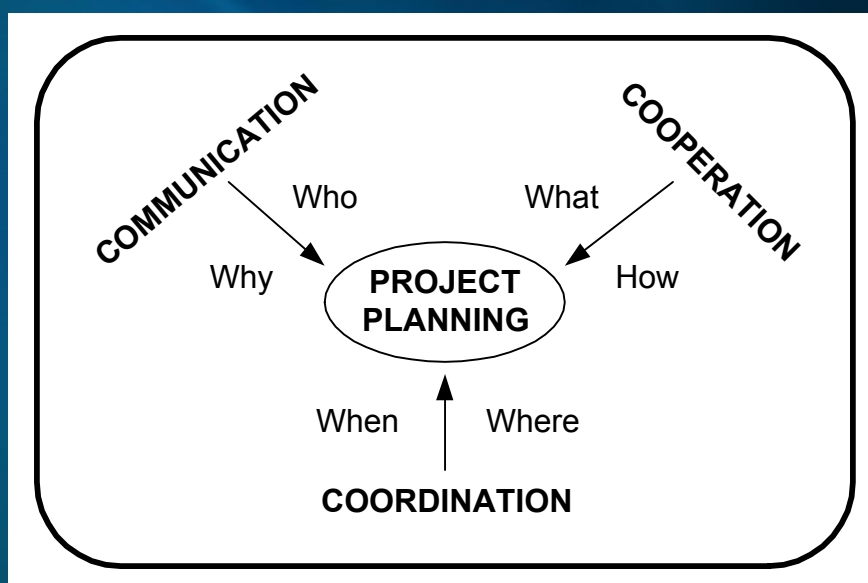
- No one bothered to see if there would be personnel available with the necessary skills.
- People are not working toward the same specifications.
- People are consistently shuffled in and out of the project with little regard for schedule.

Stopping Projects

Below are several reasons for stopping projects :

- Final achievement of the objectives.
- Poor initial planning and market prognosis.
- A better alternative is found.
- A change in the company interest and strategy.
- Allocated time is exceeded.
- Budgeted cost are exceeded.
- Key people leave the organization.
- Personal whims of management.
- Problem too complex for the resources available.

Triple C Model



Task

1. Explain each functions within a triple C models.
2. Give an example of a case in project planning approach triple C models.