

The Key to Project Success

– Planning, Planning, Planning

Narrative

It is not the will to win that counts, it is the will to prepare to win. Planning is of paramount importance to the success of all projects. Yet, doing a work breakdown structure only scratches the surface of project planning.

Learn to slice a project from different planning perspectives to ensure thorough and complete project preparation. Identify all elements to be planned from Strategic, Tactical, Operational, Task/Tools project impact.

Start Issue logs for assumptions, definitions, information, opportunities, risks, imperatives, decisions, and resolution. Simplify the work until a single Method integrates Resources (Materials, Crew, Tools & Equipment, Information, Duration, Effort). Consolidate Resources and write Resource Plans.

We plan metrics or Controls last. The challenge is keeping the beast within the boundaries of the plan.

– for every one minute we spend in planning, we save six minutes in execution. The speed of the work increases – planned execution is a fraction of unplanned. What is more important, the quality of the work improves delivering projects and products with record customer satisfaction.

**Planning has a six-to-one
payoff in execution.**

Learning Outcomes

You will learn thoroughly to plan a project using the project system as a guide. Learn to identify planning requirements by impact (strategic, tactical, operational, task/tool). Keep control logs for assumptions, definitions, information, opportunities, risks, imperatives, decisions, and resolution. Learn to log and manage issues, risks, and decisions during the preparation process. Select Metrics/Controls that drive the project.

Learning Objectives

- Complete a 'Before Action' analysis reviewing learning and setting goals.
- Clearly define Results.
- Capture the Issues of the project
- Keep control logs for assumptions, definitions, information, opportunities, risks, imperatives, decisions, and resolution.
- Identify the Scope of Work to be completed and the Scope of Work not to be completed.
- Use the Project System as a project planning guide.
- Plan requirements by impact (strategic, tactical, operational, task/tool).
- Plan for each Resource (Materials, People, Tools & Equipment, Information, Money)
- Learn to log and manage issues, risks, decisions during the preparation process.

Planning³ Project Success

- Select Metrics, Controls, and Management Systems that drive the project.

Outline

Time	Duration	Activity	Outcome
8:00	30 minutes	Introduce workshop	Organize into four groups of four people
8:30	75 minutes	Exercise One – projects in general Before Action Reviews using Six Questions	Introduction – 5 minutes Questions on all projects in general – 10 minutes Questions on the Project Process – 35 minutes Debrief – 15 minutes What conclusions might we draw from these examples – 10 minutes
9:45	10 minutes	Break	
9:55	75 minutes	Exercise Two – specific project Issues and Results	Introduction – 5 minutes Capture Issues and Define Results – 45 minutes Debrief – 15 minutes What conclusions might we draw from these examples – 10 minutes
11:10	90 minutes	Exercise Three – specific project Issues by Category and Scope	Projects Rotate Introduction – 10 minutes Sort the Issue by Category and establish Control Logs: assumptions, definitions, information, opportunities, risks, imperatives, decisions, and resolution – 15 minutes. Write the Scope Statement – 40 minutes Debrief – 20 minutes What conclusions might we draw from these examples? 10 minutes
12:00	60 minutes	LUNCH	
1:40	90 minutes	Exercise Four – specific project STOTT and Performance	Projects Rotate Introduction – 10 minutes Plan the items to be planned at the Strategic, Tactical, Operational, Task/Tools Levels – 20 minutes Debrief – 10 minutes STOTT by Resources, by Project Process, by Management, by Controls – 25 minutes Debrief – 15 minutes. What conclusions might we draw from these examples. 10 minutes
2:15	10 minutes	Break	

Planning³ Project Success

Time	Duration	Activity	Outcome
3:20	45 minutes	Exercise Five Application	Write a Strategy (Process Plan) for improved planning on your next project. 25 minutes Debrief – 20 minutes.
4:05	35 minutes	Exercise Six Commitment	Each team member will write commitments for their personal change to improve their project planning Write – 5 minutes Share with Small Group – 15 minutes Share with Large Group – 15 minutes
4:40	20 min	Closure	Certificates Evaluation