

12 Steps to Project Planning:

Projects are very complex environments where time, budget and resources have to be managed very accurately and still, even if these are the prerequisites for a successful project, PMs struggle to be on time and within budget due to intrinsic and structural problems connected to the presence of the human variable as well as to the misperceptions of delays and feedbacks during the planning phase.



QUICK GUIDE
12 Steps to Project Planning

- 1. DEFINE SCOPE**
Determine what tasks need to be completed.
- 2. IDENTIFY SUPPORT**
Establish connection with key stakeholders.
- 3. FIND AVAILABLE RESOURCES**
Determine in-house and outsourced teams.
- 4. CHECK TIMELINE**
Assess realistic schedules and impacts.
- 5. LIST BIG STEPS**
Capture big picture of your project.
- 6. BREAKDOWN FURTHER**
Define deliverables.
- 7. DEVELOP DRAFT PLAN**
Don't forget dependencies at this stage.
- 8. CREATE BASELINE PLAN**
Gather feedback from your team.
- 9. REFINE PLAN**
Check inputs based on reality.
- 10. MONITOR PROGRESS**
Track your plan daily with the right tools.
- 11. DOCUMENT EVERYTHING**
Capture changes in the project, too.
- 12. KEEP EVERYONE LOOPED IN**
Don't leave communication to chance.

PROJECTMANAGER.com

PMBoG project Funded under:
ERASMUS+ KA2 2020-1-IT02-
KA204-079724

<https://www.pmboq.eu/>

DISCLAIMER

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.