



Management Planning

- **Describe the Project**

The Project description should be a very simple description of the project at hand and could include some of the following key points of information:

- Project name
- Description
- Current Situation
- Project Objective Strategy
- Operational objectives
- Assumptions and risks

- **Appoint the Project Team**

The project planning team will be assembled, including appropriate representation from customers/clients, and sometimes subcontractors and vendors. Initial roles and responsibilities will be defined.

- **Define the Work**

Both the project-related work and supporting work of the office, prefabrication, warehouse, and other departments needs to be identified. An appropriately detailed Work Breakdown Structure (WBS) should be developed to ensure the project scope is properly agreed to and understood by everyone involved. This also allows the complete project to be split into appropriate sub-projects and/or phases.

Project Team Planning

- **Define the Work**

Resources, time, and deliverables are added to the developed WBS to clarify the steps needed to create the project delivery schedule. This allows you to predict when activities will be complete, assess the feasibility of target dates, and identify the critical path for the project.

- **Estimate the Schedule**

In addition to the job-related scheduled plan, the project team should identify and

estimate the schedule for every department and activity that supports the project.

- **Calculate the Schedule**

Based on the estimated schedule, the project team can create the actual project delivery schedule, calculated and optimized for the best usage of resources.

Project Team Management

- **Start the project**

A kick-off meeting held by the project team should notify all involved parties that the project is about to start. This meeting should discuss the following topics:

- Activity checklists for all involved resources
- Establishment of a weekly standing meeting with a standard agenda to review all of the relevant weekly events.
- The creation of a shared space where project information can be stored to help eliminate any communication issues or misunderstandings that could arise.



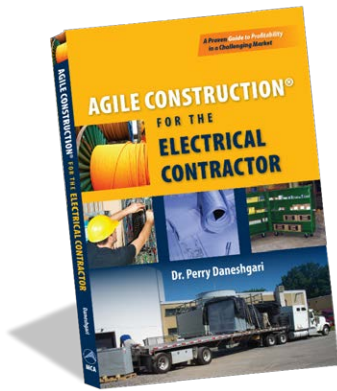
- **Track the Progress and Resolve Problems**

Project audits, monthly financial updates, work in progress (WIP), project schedule, JPAC[®], and SIS[®] are all the tools you will need to track, correct, and project a job's progress, adjust the plan, and manage project change. Based on the analysis, and with the support of the project team, the project manager will make plan adjustments to help reduce risks, accommodate scope changes, or to compensate for activities that have not occurred on schedule. Once this has happened, the plan will re-published and the cycle repeated until the project is complete.

- **Complete the Project**

When the objectives of the project have been achieved, the project manager will close down the project. This will involve some financial closure tasks, as well as archiving of the project materials. A lessons-learned document will be developed to benefit future projects.

The process of project management overlays and touches all project-related activities. By standardizing the process of project management, you will be able to flatten the learning curve of any new or replacement resource you add to the project team and bring them up to speed within the company much quicker.



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