

# Project Planning

**An Introduction to a Practical Application**

**13<sup>th</sup> Annual  
New Mexico Infrastructure Finance Conference  
Albuquerque, New Mexico  
29 October 2008**



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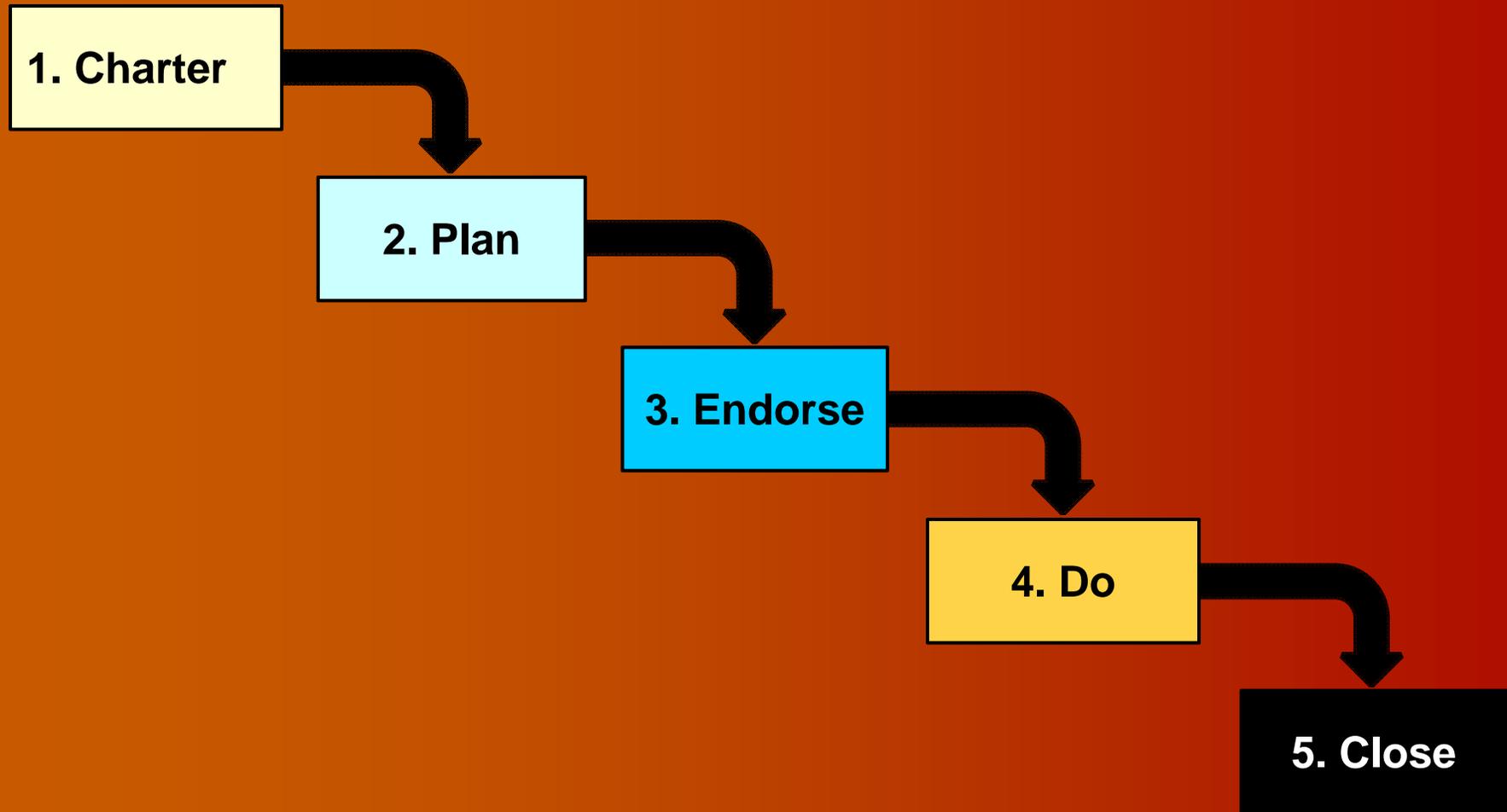


## Our responsibilities as Project Managers include:

- Controlling use of time/money
- Meeting delivery commitments
- Measuring performance (schedule/budget)
- Achieving business results
- Taking corrective actions

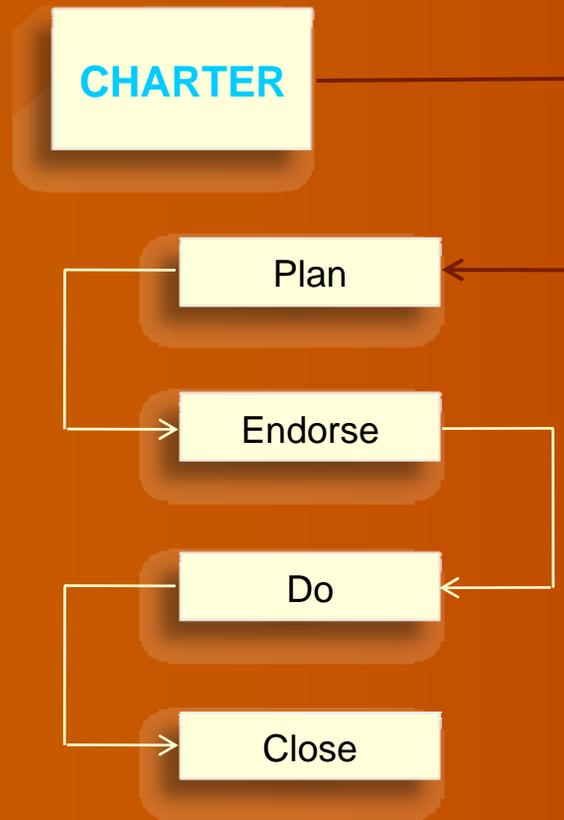


# Work Process





# I. Charter



- Mission
- Vision
- Goals
- Rules
- Responsibilities



# Leadership and Vision

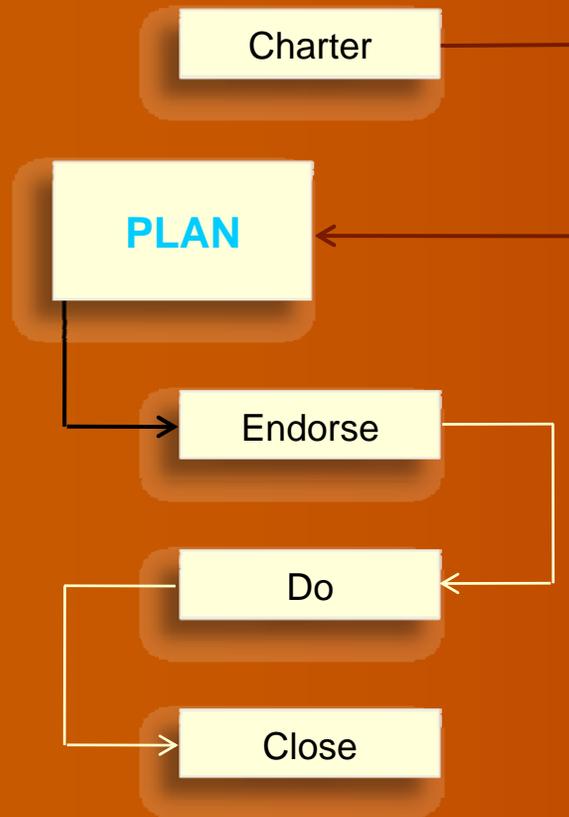
- Visions must be developed by leaders.
- Visions must be shared.
- Visions must be supported.
- Visions must lead to action.

*Everyone must have a dream.*

VISION determines your destiny.



## 2. Plan



- What – Tasks
- Who – Assignments
- When – Schedule
- Costs – Budget
- Instructions
- QC Plan
- Plan to Manage Change

# Planning - Great Returns for Everyone



## RELATIVE COST OF PROBLEMS



# Nine Essential Elements of a Work Plan



<b>What?</b>	<b>Project Definition</b>
<b>Who?</b>	<b>Project Personnel</b>
<b>When?</b>	<b>Project Schedule</b>
<b>How much will it cost?</b>	<b>Project Budget</b>
<b>How will we function?</b>	<b>Project Instructions</b>
<b>How will quality be assured?</b>	<b>Quality Plan</b>
<b>How will client expectations be met?</b>	<b>Client Service Plan</b>
<b>How will change be managed?</b>	<b>Change Management Plan</b>
<b>How will the project be closed?</b>	<b>Project Closure Plan</b>



**“Anything worth doing well  
is worth planning for.”**

**Anonymous**

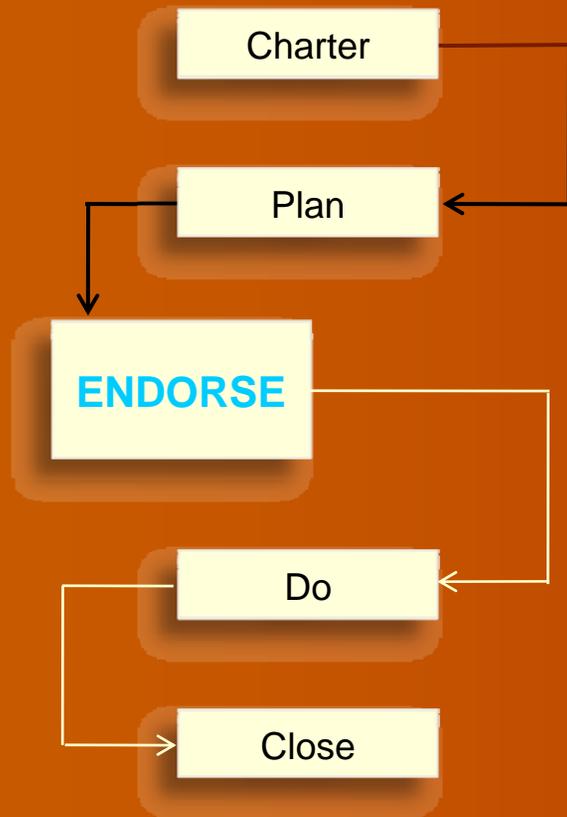
Imagine building a three-bedroom house  
in less than 4 hours ...

***Planning is the Key***





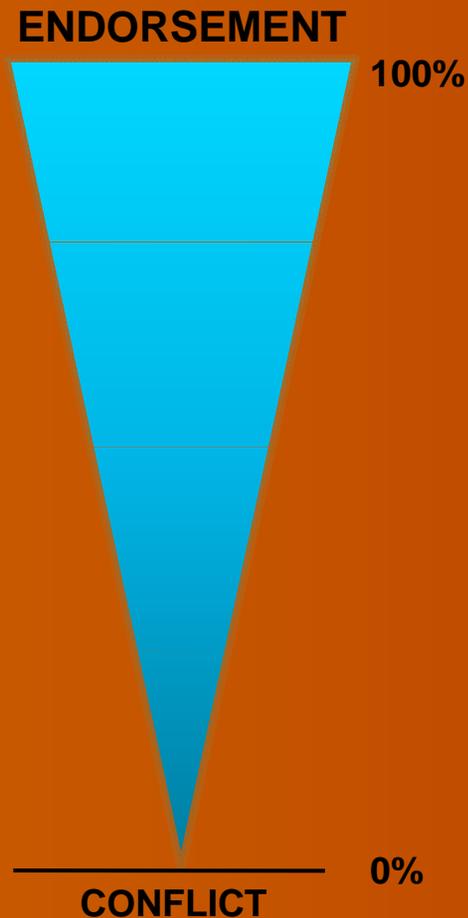
## 3. Endorse



- Client
- Team
- Firm's Management



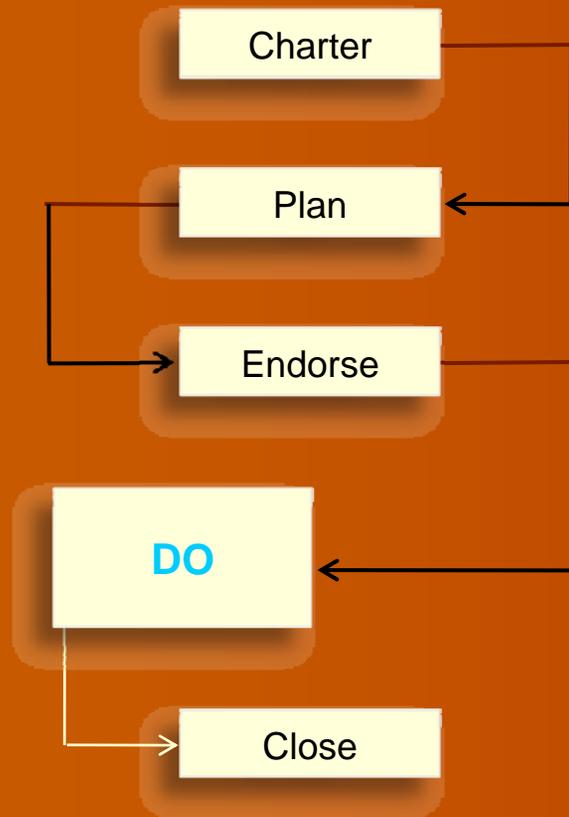
# Levels of Support



- Endorsement (Do Whatever it Takes)
- Commitment
- Approval
- Grudging Compliance
- Apathy
- Conflict



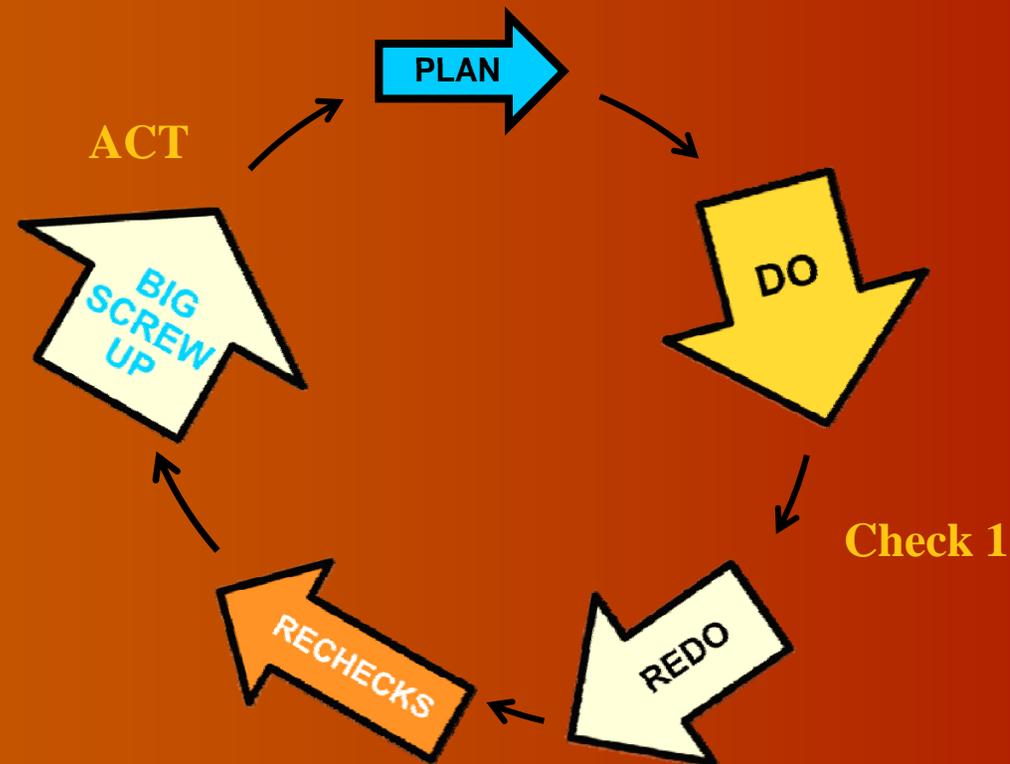
## 4. Do



- Client Relationships
- Teamwork
- Time/Money
- Quality
- Plan for Change

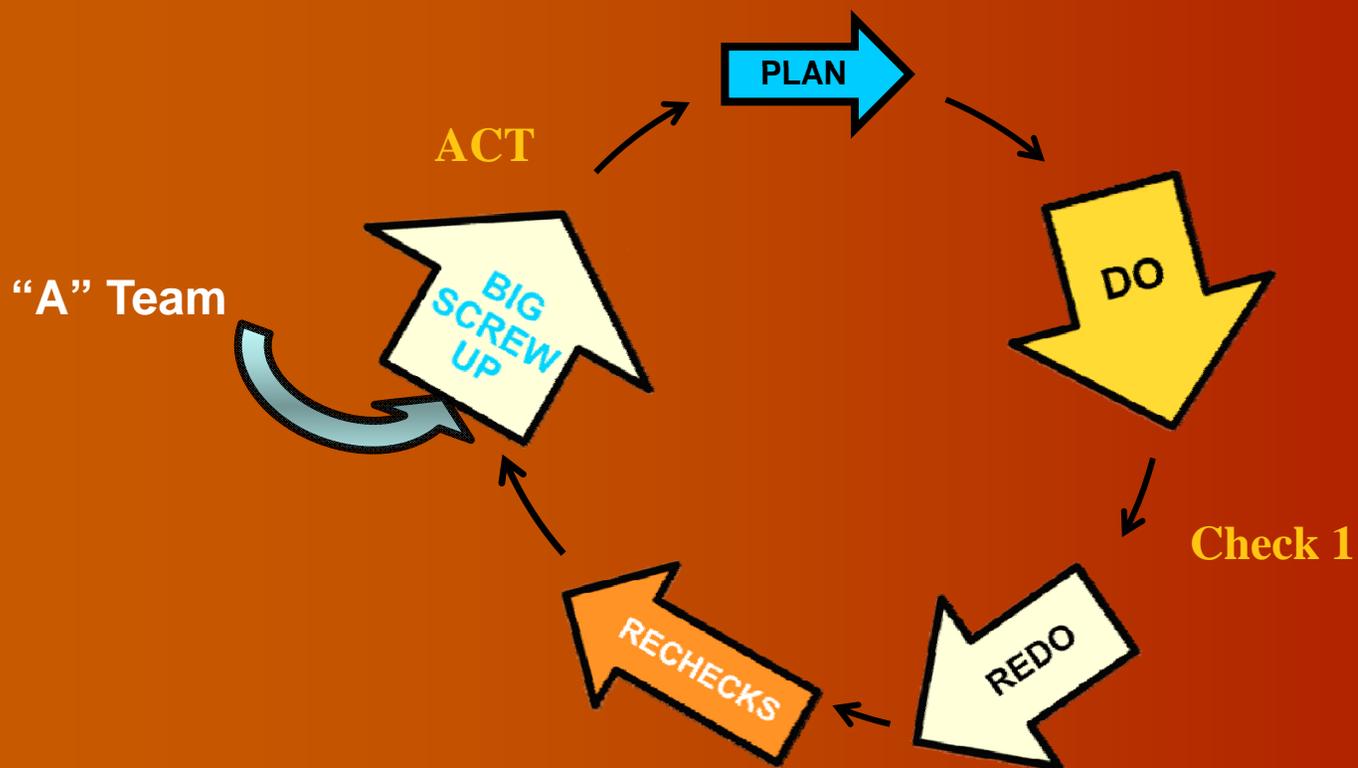


**We don't do planning, and we love to accept mistakes – but, boy do we pay!**



**THE WAY WORK TYPICALLY GETS DONE**  
**VERY LITTLE PLANNING**

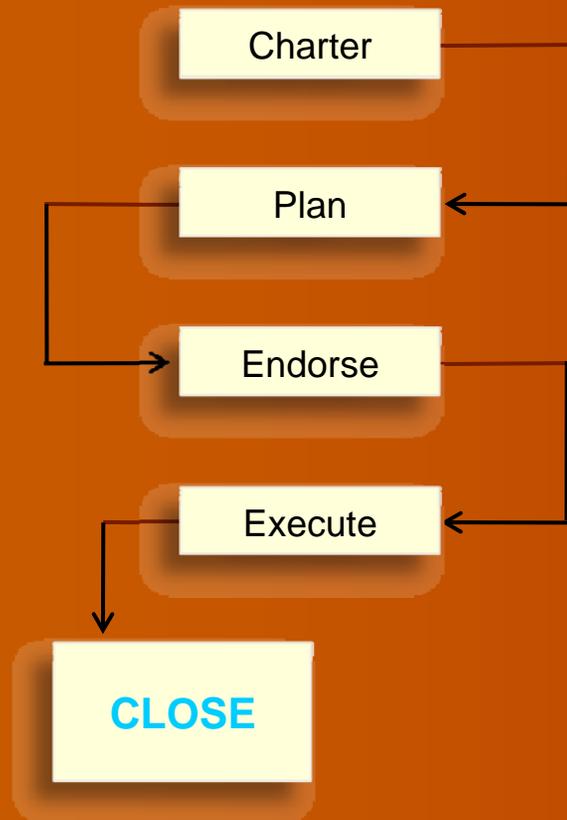
# Doing Work and Managing Change with Little Planning



THE REACTIVE CYCLE OF WORK  
WITH LITTLE PLANNING



## 5. Close



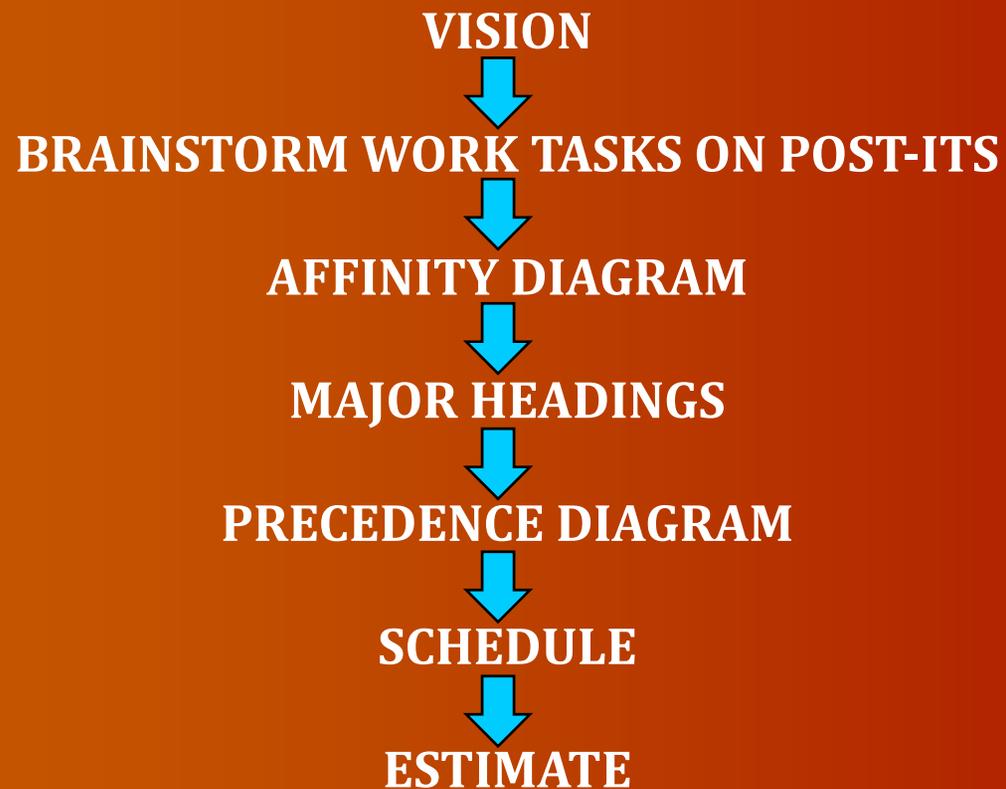
- Reaching Closure with the Client
- Demobilize
- Archive
- Learn and Improve

# Practical Planning Application

***Better Schools***



# Planning Process





# Focus of Project Planning

## Planning Tools

## Project Documents

- Affinity Diagram → ■ Work Breakdown Structure
- Precedence Diagram → ■ Schedule
- Personnel Needed → ■ Resource Plan
- Effort Required → ■ Budget



# Brainstorm

## - Define the Tasks -

### STEP 1

The team frames the the Vision Statement of the project.



### STEP 2

Brainstorm.

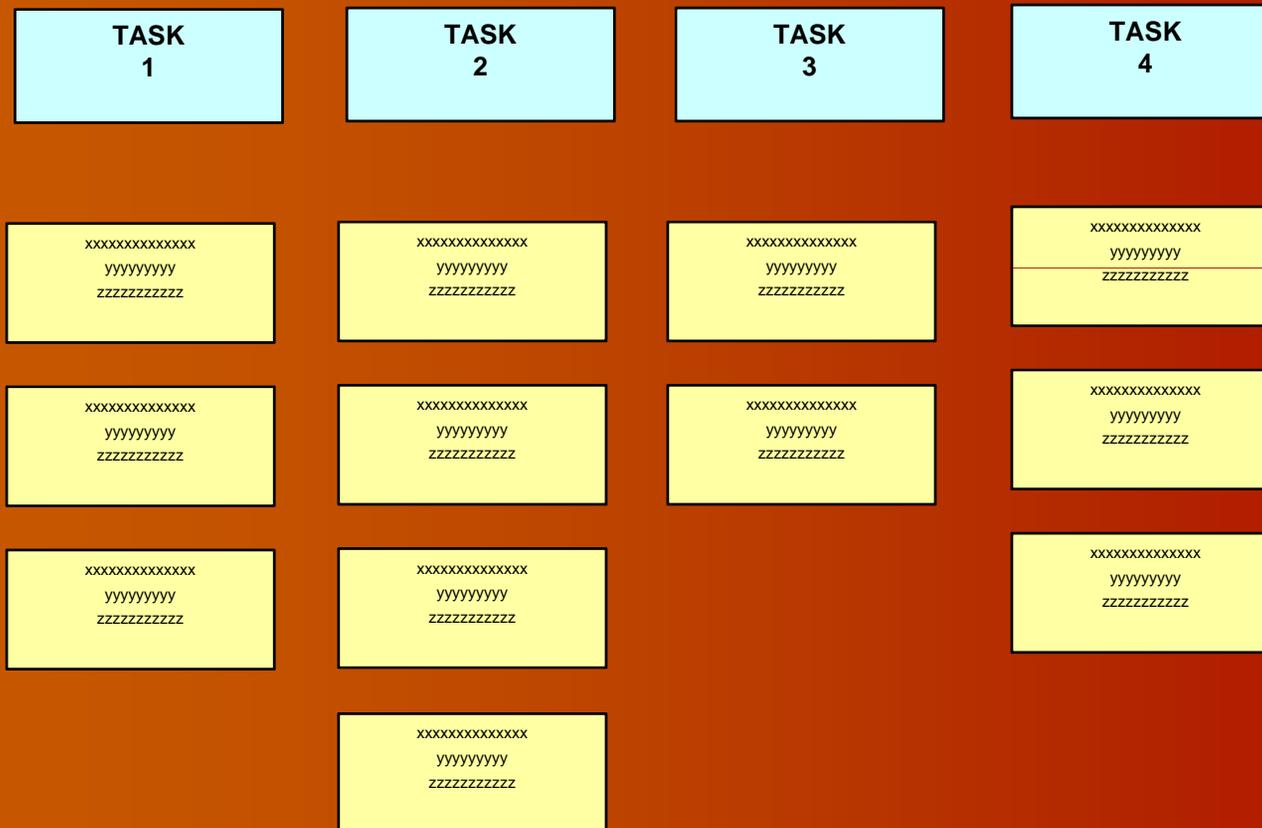
### STEP 3

The team then creates the Header Cards for each of the groups as concisely as possible.



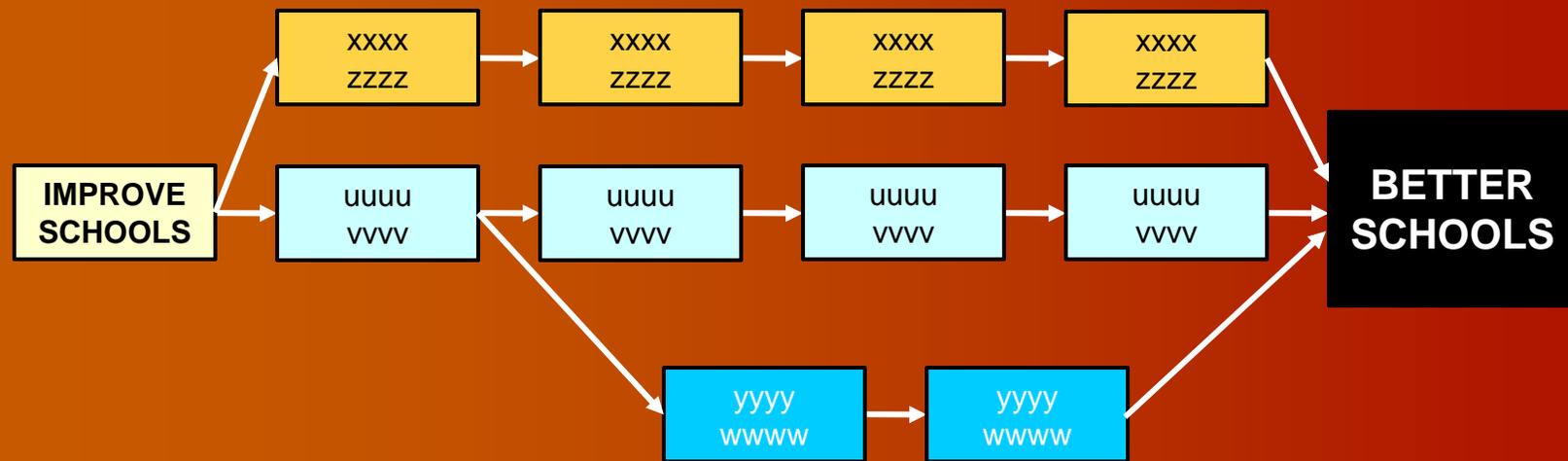


# Task Grouping





# Sequence of Tasks





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