

1.2. General Planning and Scheduling concepts

A plan is a detailed action-oriented, experience and knowledge-based exercise which considers all elements of strategy, scope, cost, time, resources, quality and risk for the project.

Planning

- It is a process of deciding what to do and how to do today for the future.
- It specifies a predetermined and committed future course of action, based on discussions and decisions made on the current knowledge and estimation of future trends.
- It aims at formulation of a time-based plan of action for coordinating various activities and resources to achieve specified objectives.

Scheduling

- It means putting the plan on a calendar time scale.
- It is the science of using mathematical calculations and logic to generate time effective sequence of task considering any resource and cost constraints.

Schedule

- It is part of the Plan which lists:
 - a project's milestones
 - tasks/activities, and deliverables, with start and finish dates.
- It is linked with resources, budgets and dependencies.

General planning process:

- **Understanding the existing situation:** Analyse the economic, political, social situations & other environmental situations.
- **Forecasting:** what the future look like
- **Establishing objectives:** objectives specify the expected results & indicate the end points of what is to be done
- **Determining alternative courses of action**
- **Evaluating alternative courses of action:** Examining strong & weak points and weighing in light of premises & goals.
- **Selecting a course of action:** evaluation of alternative may show two or more actions are advisable and the manager may decide to follow several courses rather than the one best course.
- **Formulating derivative plans:** Derivative plans are almost invariably required to support the basic plan.
- **Numbering plans by budgeting**
- **Implementing the plan:** The manager must decide; who will do what? By what date will the tasks be initiated and completed? What resource (both human & material) will be available for the

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Bonnie Biafore



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Microsoft Project 2013: The Missing Manual Bonnie Biafore, 2013-04-17 Get up to speed on Microsoft Project 2013 and learn how to manage projects large and small This crystal clear book not only guides you step by step through Project 2013 s new features it also gives you real world guidance how to prep a project before touching your PC and which Project tools will keep you on target With this Missing Manual you ll go from project manager to Project master The important stuff you need to know Learn Project 2013 inside out Get hands on instructions for the Standard and Professional editions Start with a project management primer Discover what it takes to handle a project successfully Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules with Project and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Create attractive reports Communicate clearly to stakeholders and team members using charts tables and dashboards Use Project s power tools Customize Project s features and views and transfer info via the cloud using Microsoft SkyDrive *Making Effective Business Decisions Using Microsoft Project* Advisicon, Tim Runcie, Doc Dochtermann, 2012-12-28 A guide to Microsoft Project that focuses on developing a successful project management strategy across the organization to drive better decisions Making Effective Business Decisions Using Microsoft Project goes far beyond the basics of managing projects with Microsoft Project and how to set up and use the software This unique guide is an indispensable resource for anyone who operates within a Project Management Operation PMO or is affected by the adoption of project management within an organization Its focus is to provide practical and transitional information for those who are charged with making decisions and supporting corporate and strategic objectives and who face cost and resource constraints Because more and more companies are aligning project management with their business strategies the book not only provides guidance on using Microsoft Project and teaching project management skills but also includes important information on measuring results and communicating with the executive branch It also provides valuable guidance in using SharePoint Server for social networking and working within a team Clearly written and presented the book Covers work management using Microsoft Project at multiple levels within an organization Focuses on using Microsoft Project 2010 to integrate and support overall organizational strategies Includes hundreds of graphics screen shots and annotations that make it the most accessible and usable guide available on the subject Making Effective Business Decisions Using Microsoft Project is a valuable reference for project managers at all levels and it sets a new standard for training manuals used by businesses that teach courses on project management using Microsoft Project *Project Management Using Microsoft Project 2013* Gus Cicala, 2013-08-27 This training and reference guide will provide an overview of Microsoft Project 2013 from a project manager s perspective It is also an excellent preparation guide for Microsoft Exam 74 343 Managing Projects with Microsoft Project 2013 Project Assistants has been providing Project Management Theory and Microsoft Project training material for our training courses

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