

## 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

# Microsoft Project 2013 Training Manual Dannon Biz Car

**Lingjun Ying**



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