

3 Tips to Perfect the Project Planning Process

1. Evaluate Your Process

- What is working? vs What is not working?
- Evaluate Your Planning Team
 - Experienced? Creative? Analytical?
- Evaluate Your Tools
 - Old? New? None?
- Evaluate Your Roadblocks?
 - Learning Steps/Approach
 - Bureaucracy?

2. Use a Tool

- Example
- Sticky Notes
 - Mind Mapping
 - White boards
 - Project Management Software
 - Templates (spreadsheet)

Long

1. Setup Project
2. Breakdown Work into Tasks
3. Identify Dependencies
4. Estimate Time
5. Assign Resources

3. Plan Your Planning

1. Allocate Time
2. Include Team
3. Cast a Vision
4. Identify Roles
5. Set Ground Rules
6. Simplify

How To Set Up A Project Plan

Patrick Vollmar



How To Set Up A Project Plan:

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