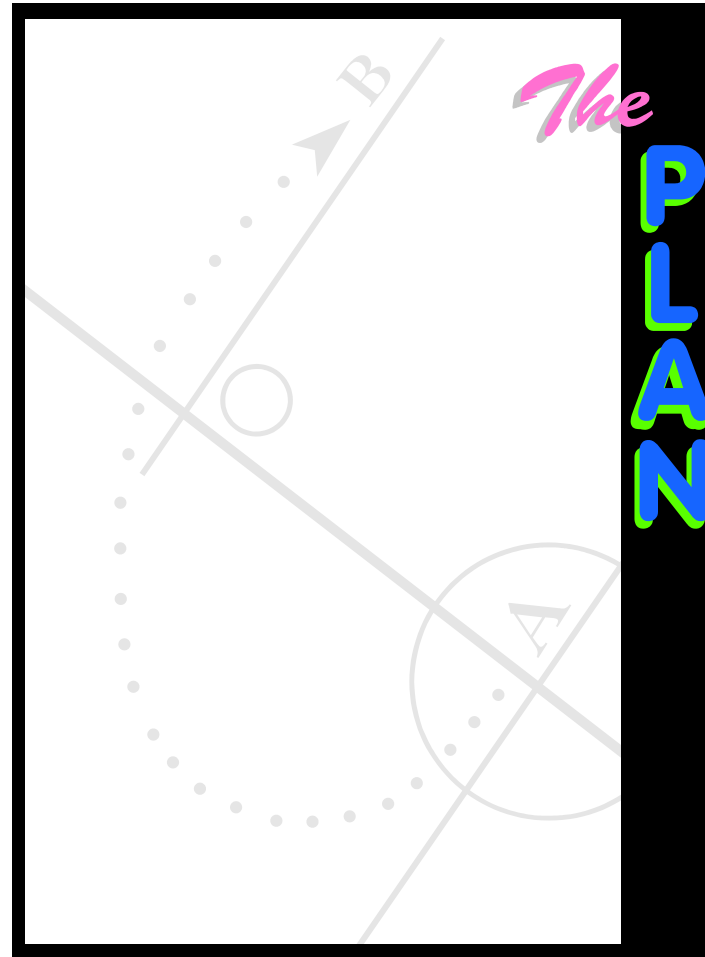




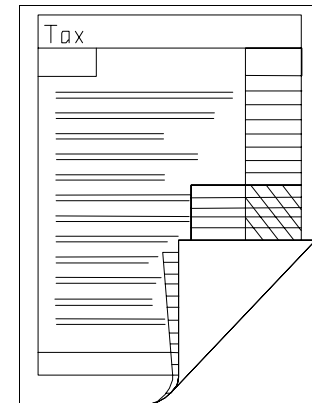
PM102
Fundamentals of Project Management
Build the Workplan
**** Summary ****

Build the Workplan



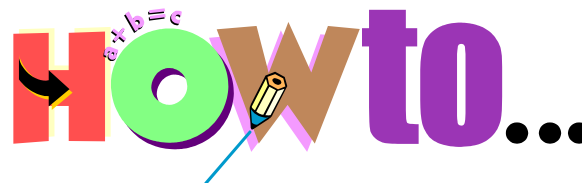
Build the Workplan

- Work through activities in your head (small project)
- Use workplan from prior successful project
- Use templates based on project characteristics
- Build from scratch



Build the Workplan From Scratch

1. Review all baseline deliverables
2. Create a Work Breakdown Structure (WBS)
3. Estimate the work
4. Create a Network Diagram
5. Assign resources
6. Adjust plan and add milestones



Step 1 - Review All Baseline Deliverables

- Project Definition
 - Deliverables
 - Approach
- Estimating tools
- Resource availability
- Previous WBS from prior projects
- Company architecture



Step 2 – Work Breakdown Structure

- Determine how to organize the work breakdown
 - Time based
i.e. planning/analysis/design/construct/test/implement
 - Deliverable based
i.e. online application/data warehouse/user query tools
 - Geography based
i.e. Chicago Pilot Test/Midwest Region/Eastern Region
 - Other ...
- Any breakdown should end up covering all the work
- Sequencing not important for WBS

Work Breakdown Structure (WBS)

- Estimating threshold
 - how small to break the work down
- Summary activities
- Detailed activities

Learning Objectives

By the end of this class, each participant should be able to:

- ✓ Discuss the value of methodology and project management (PM100)
- ✓ Define a project (PM101)
- ✓ Build a simple workplan (PM102)
- Create procedures for managing a project
- Understand the many aspects of managing a project
- Utilize basic project management templates

Summary

- This class covers the last learning objectives from the prior page, through a combination of instructor training, case studies and hands-on exercises.
- The class contains approximately fifty PowerPoint slides, that provide an overview of the concepts and processes necessary to build a workplan (PM102). This includes discussions on work breakdown structures, the critical path, net work diagrams, estimating techniques, etc.
- The material is based on the TenStep Project Management Process.
- The complete class material is available for licensed TenStep Project Management Users