

Project Planning 101

- 1. Project Goals**
- 2. Project Deliverables**
- 3. Project Schedule**
- 4. Supporting Plans**

1. Project Goals

Identify Stakeholders

Identify Needs

Prioritize Needs

Set Goals

2. Project Deliverables

Using Goals, create a list of potential solutions, or deliverables

Identify Delivery Dates

3. Project Schedule

**Using Delivery Dates,
work backwards from
final date to present to
realize schedule.**

4. Supporting Plans

Human Resources:

what individuals and organizations will support the Project.

Communications:

Frequency of Status Reports (weekly)

Risk Management:

Plan B, C, and D