

# PROJECT PLANNING

## A How-to Guide for Successful Project Management!



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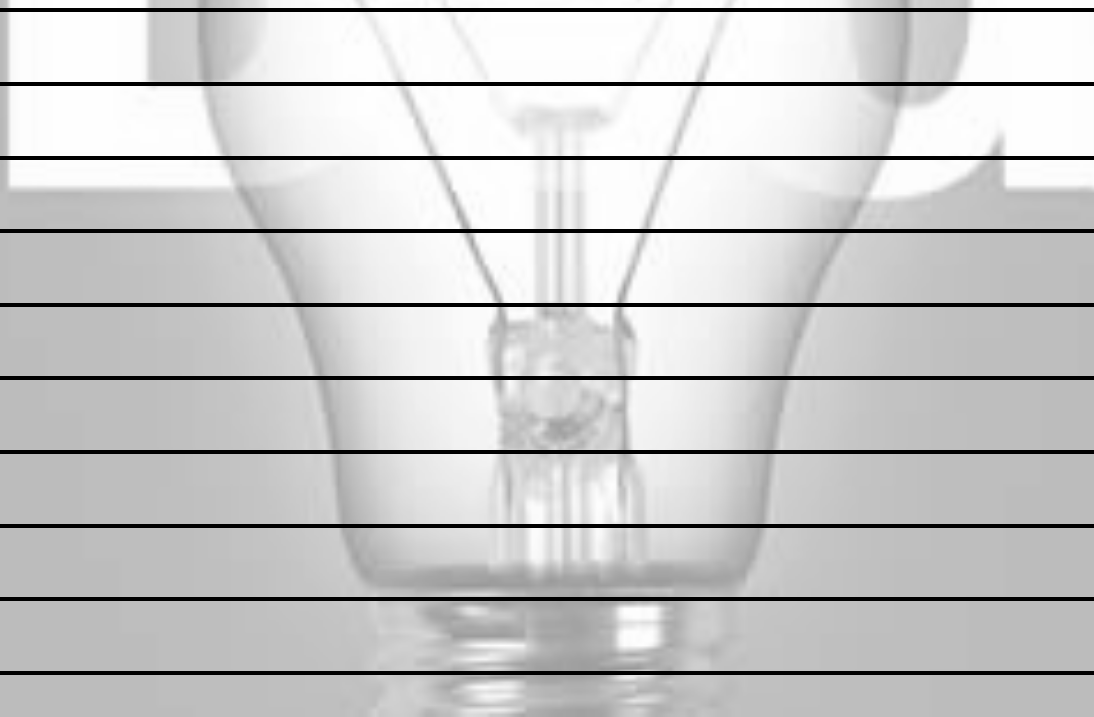
# **LEARNING OUTCOMES**

## **Workshop participants will:**

1. Recognize their personal project planning style
2. Identify common themes related to goal-setting and project planning
3. Learn key components essential to successful project planning
4. Practice project planning skills using a real world example
5. Share ideas with other folks and get useful handouts

# **ACTIVITY: BIG IDEAS**

**Free write question: what came up for you during the dreaming big discussion?**



A lightbulb with the word "ideas" written inside it, set against a background of a window with panes. Below the lightbulb is a series of horizontal lines for writing.

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# PROJECT PLANNING

## So...what is a project plan?

A project plan, according to the *Project Management Body of Knowledge*, is:

“...a formal, approved document used to guide both the execution and project control. The primary uses of the project plan are to document planning assumptions and decisions, facilitate communication among stakeholders, and document approved scope, cost, and schedule baselines. A project plan may be summarized or detailed.”

Or, maybe this one...

“...a statement of how and when a project’s objectives are to be achieved, by showing the major products, milestones, activities, and resources required on the project.”

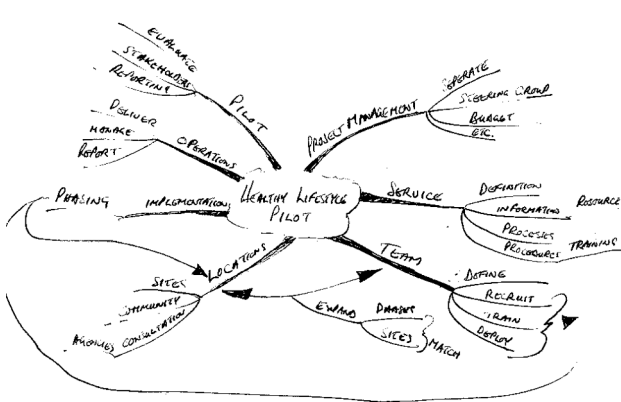
## All right, let’s break it down!

A project plan answers the...

- **Why?** What is the problem or issue being addressed? Why is the project being sponsored?
- **What?** What is the work that will be performed on the project? What are the major end outcomes?
- **Who?** Who will be involved and what will be their responsibilities on the project? How will the team be organized?
- **When?** What is the project timeline and when will particularly meaningful points or milestones be complete?

# PROJECT PLANNING

...has many different personalities.

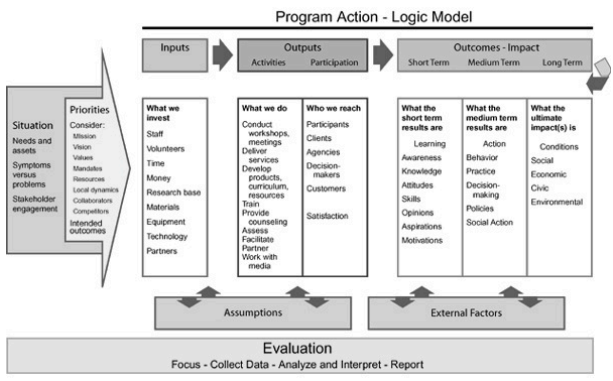
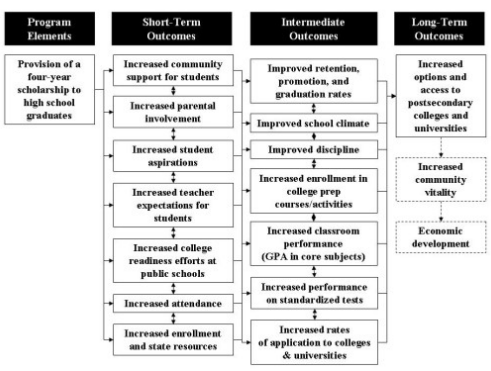


**Yo! I'm a Mind Map!**

Retrieved from:  
[http://vismap.blogspot.com/2007\\_05\\_01\\_archive.html](http://vismap.blogspot.com/2007_05_01_archive.html)

**Greetings, I am a Logic Model.**

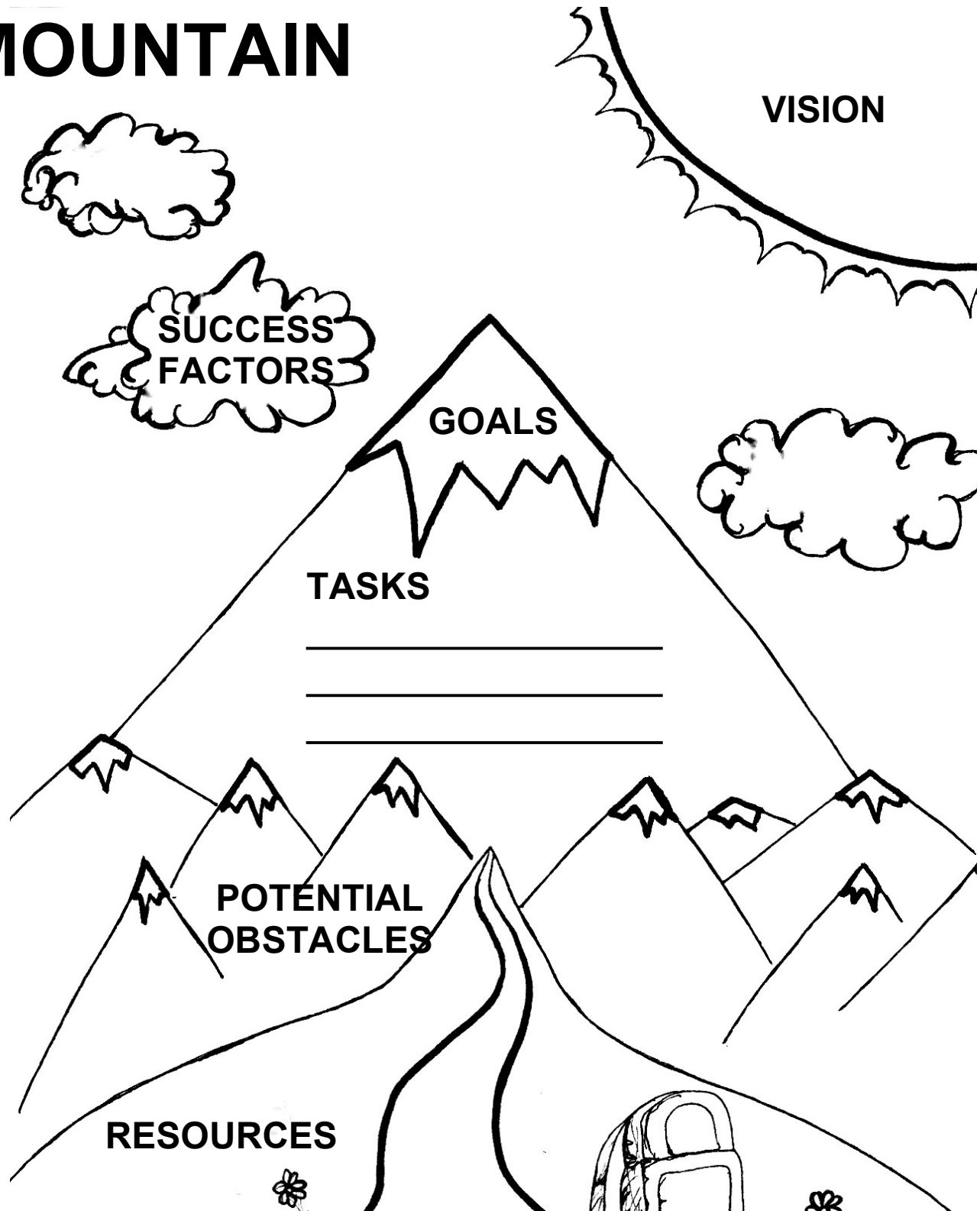
Retrieved from:  
<http://www.wmich.edu/kpromise/model.htm>



**Hello, I'm a Program Action Plan!**

Retrieved from:  
<http://www.uwex.edu/ce/s/pdande/evaluation/evallogicmodel.html>

# PROJECT PLANNING MOUNTAIN

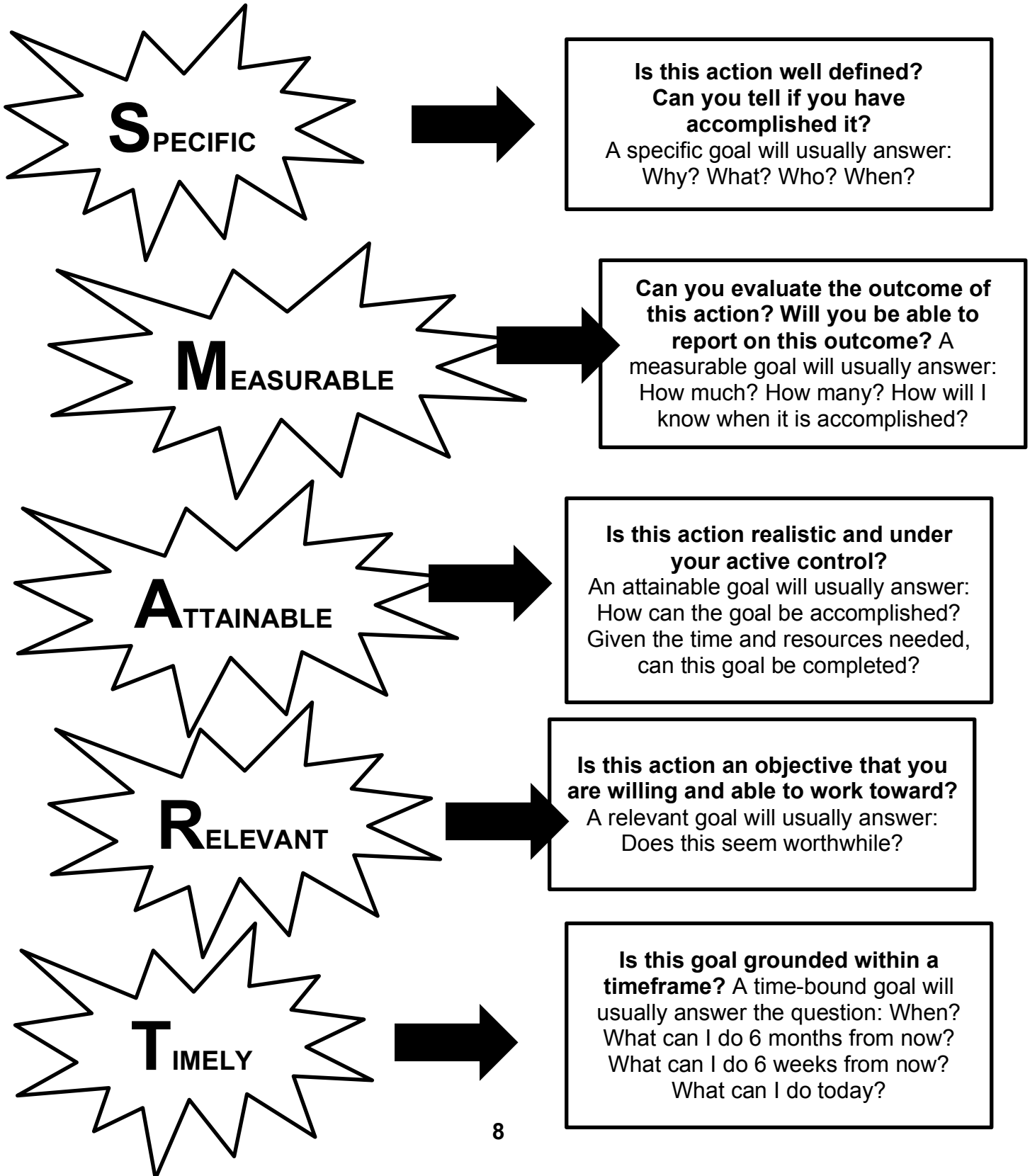


# PROJECT PLANNING MOUNTAIN COMPONENTS

COMPONENT	DEFINITION	EXAMPLE
<b>VISION</b>	<ul style="list-style-type: none"> <li>• The ideal future state</li> <li>• An image of your wish to come true</li> </ul>	<p>“All the children in the community will love to read and be reading at grade level by fourth grade.”</p>
<b>GOALS</b>	<ul style="list-style-type: none"> <li>• Pathways and milestones to achieving the vision</li> <li>• These are measurable milestones that identify endpoints in your project</li> </ul>	<p>“To provide each child reading below grade level with a community volunteer that will tutor him/her.”</p>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>• All of the resources available to assist with meeting the goals and vision</li> </ul>	<p>“Schools”, “Teachers”, “The Chamber of Commerce”, “Local Businesses”, “The Library”, “The Local Paper”</p>
<b>CRITICAL SUCCESS FACTORS</b>	<ul style="list-style-type: none"> <li>• All of the things that must happen for the project to succeed</li> </ul>	<p>“Tutoring space in the school needs to be found.” “Teachers need to be brought in.”</p>
<b>POTENTIAL OBSTACLES</b>	<ul style="list-style-type: none"> <li>• Situations that might impede or halt the success of the project</li> <li>• Anticipating obstacles that might be beyond your control</li> </ul>	<p>“Lack of support from principals.”</p>
<b>TASKS</b>	<ul style="list-style-type: none"> <li>• The specific steps that need to be taken in order to reach the goal</li> </ul>	<p>“Identify students who need tutoring.” “Match students with volunteer tutors.”</p>

# SMART GOALS

Developing and making them work.





# CYCLE OF PROGRAM DEVELOPMENT

## VISION/REVISION PROGRAM IMPROVEMENT

Vision  
Program Evaluation  
Revision

## FOUNDATION BUILDING

Mission Development  
Building Investment  
Needs Assessment  
Policies and Procedures  
Material Development  
Goals and Planning  
Position Descriptions  
Staff Training

## IMPLEMENTATION

Motivation  
Recruitment  
Screening  
Orientation and Training  
Supervision  
Recognition