

# SD5953

## Successful Project Management

# **FINAL PROJECT PLAN INSTRUCTIONS**

School of Design

The Polytechnic University of Hong Kong

# IMPORTANT

Please sit with the members  
of your final group project

# FINAL Project Plan - Instructions

The requirements for the FINAL Project Plan were outlined in 1<sup>st</sup> CLASS ORIENTATION, which happened on the first day of class

This presentation is an extract of that one, with all extra information removed, but nothing else changed except a desired length indication, because some reports had a lot of images in them, but little text/depth/analysis.

# Original Slide

SD5953: Successful Project Management – 1<sup>st</sup> CLASS ORIENTATION

## #4 – FINAL Project Plan

Please submit a FINAL Project Plan at the end of term.

This document is the culmination of an entire semester of work and close scrutiny. It is supposed to be a synthesis of the process of first Framing Exercise that was then expanded and further developed into a DRAFT Project Plan which was then subjected to feedback from your peers, your Tutor and your Supervisors. By this point, it should clearly chart your Capstone Project.

Target Length: **4,000 words**



# #4 – FINAL Project Plan

Please submit your FINAL Project Plan at the end of term. It is the culmination of an entire semester of scrutiny.

It is supposed to be a synthesis of the Framing Exercise further developed into a DRAFT Project Plan that was presented for feedback to your peers, Supervisors and outside parties. It should chart and measure your Summer Capstone Project.

# #4 – FINAL Project Plan

Your FINAL Project plan must be at least this long:

**~4,000 words**

# #4 - Final Project Plan (Breakdown)

## Part 01: Scope Definition

All projects begin with a project scope that incorporates clear measures of success (MOS).

# #4 - Final Project Plan (Breakdown)

## Part 02: Project High Level & Sub Achievements

To become actionable, the Measure of Success (MOS) must be broken down into blocks called high-level achievements (HLA) that are then divided into sub achievements (SA).

This helps to uncover actionable work items and enables the Project Manager to see where additional detail or refinement is required. It is here where project risks are often first identified.



# #4 - Final Project Plan (Breakdown)

## Part 03: Project Assumptions, Risk, and Charter

All project goals and plans feature assumptions, which introduce risk. Risk management is a big part of Project Management.

Major and minor risks need to be carefully considered when crafting the project plan. These, along with the Scope, HLAs & SAs, combine to form your formal project charter.

# #4 - Final Project Plan (Breakdown)

## Part 04: Project Work Breakdown Structure

The most granular level of a project is a listing of the actual tasks to be performed, broken down to the point where they cannot be further reduced.

The listing of these tasks is called the project Work Breakdown Structure (WBS).

# #4 - Final Project Plan (Breakdown)

## Part 05: Project Predecessors

In Project Management it is important to determine what needs to occur before something else.

The definition of predecessors achieves this by figuring out the order in which tasks need to happen.

# #4 - Final Project Plan (Breakdown)

## Part 06: Project Duration Estimates and Resources

Now you have a basic project structure. It needs a sense of time. Each of the defined tasks now needs to have duration attached.

Estimating durations is both a skill and an art and an iterative learning process that requires practice.

# #4 - Final Project Plan (Breakdown)

## Part 07: Critical Path Analysis

The critical path is the shortest timeline possible for your project. It is composed of the chain of tasks that, if affected in terms of their duration, will lengthen the overall project.

These are the tasks to be most carefully watched.

# #4 - Final Project Plan (Breakdown)

## Part 08: Project Tracking and Status Reporting

Things cannot be properly managed if they are not measured.

Monitoring and progress reporting is a critical aspect of Project Management, especially within in a large corporate setting or when dealing with an even moderately complex project.

# Final Project Plan Due Date

The deadline for submission of the Final Project Plan is:

**MONDAY, April 29 2019 @ 23h00**

# QUESTIONS?



**THANK YOU**