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ISBN: 142516009-3

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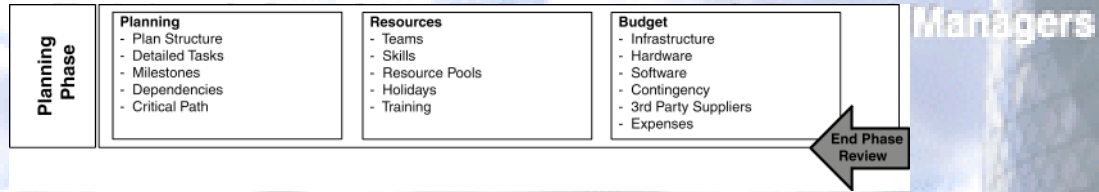
Section 4 – Planning Phase

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

4. Planning Phase

Figure 16 – Planning Phase



4.3 Introduction

This section covers in detail all the aspects of planning. Planning is one of the key single aspects of the project that will make or break the final delivery, achievement of objectives and perceived success.

The planning of the project must be thorough and fully detailed, no aspect can be left unclear, all major and minor tasks must be fully reviewed and all parties must agree the effort, time and duration for each task. Remember errors in minor task impact major tasks and can have a significant impact on your project overall.

This section covers the following sub-sections:

- Why Plan?
- Tasks
- Contingency
- Resources
- Resource Pool
- Plan structure
- Monitoring
- Milestones
- Dependencies
- Critical Path
- Roll up Plans & Sub Plans
- Holidays
- Sickness
- Budgets
- Plan sign-off

4.4 Detailed Planning

Importance of planning, tracking progress, base lining.

Planning your IT project is key to the effective and timely delivery of the objectives. Without a plan you will not know:

- What tasks to do in what order
- What tasks are dependent on each other and external events

- 
- Whether you can complete the work in the time required
- If you can resource the work

Also, the plan provides a tool to communicate to all parties the size of the project and how it will be delivered. The key to creating an effective.....

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