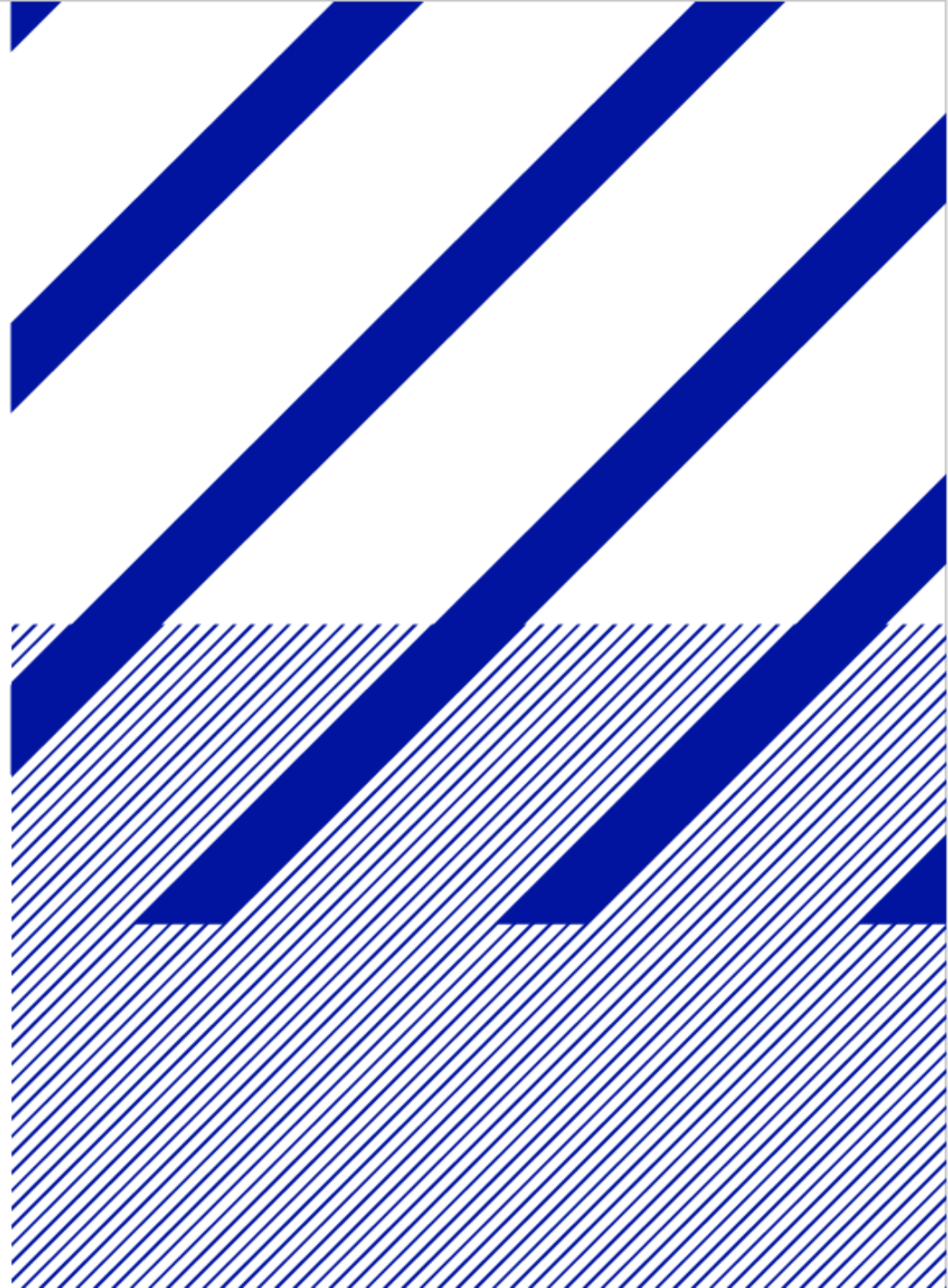


Основи проектного управління

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How to create a realistic project plan?

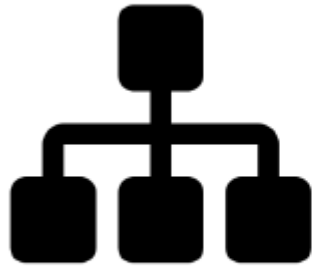
What to expect?



1. Why is proper project planning so important?
2. How can we plan a project?
3. Plan the steps of YOUR project.

1 Why is planning so important?

Five good reasons for project planning



Overview of
project logics



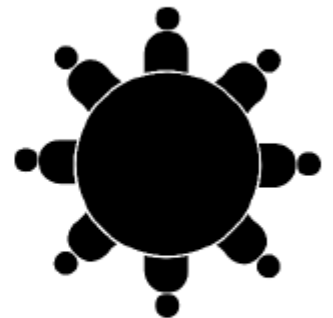
Overview of steps
to go



Reduce risks



Help stakeholders
understand



Foster team spirit

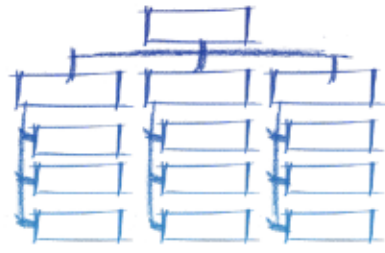
2

How to plan a project

2.1 People



2.2 Work packages



2.3 Timeline



2.1 People -- Project Sketch (Ескіз проекту)

© Wandelwerk FH Münster

Client

Who is the client? Who in the end has the power to decide?

Клієнт

Хто клієнт? Хто, врешті-решт, має право вирішувати?

Project Manager

Who is the project manager?

Керівник проекту

Хто є керівником проекту?

Team

Who is needed to do the job - project team internal and external to the organization?

Команда

Хто потрібен для виконання роботи - команда проектів, внутрішня та зовнішня для організації?

Addressees

To whom are the project results addressed? Who will directly benefit from or work with the project results?

Адресати

Кому адресовані результати проекту? Хто безпосередньо отримає вигоду від результатів проекту або працюватиме з ними?

Further Stakeholders

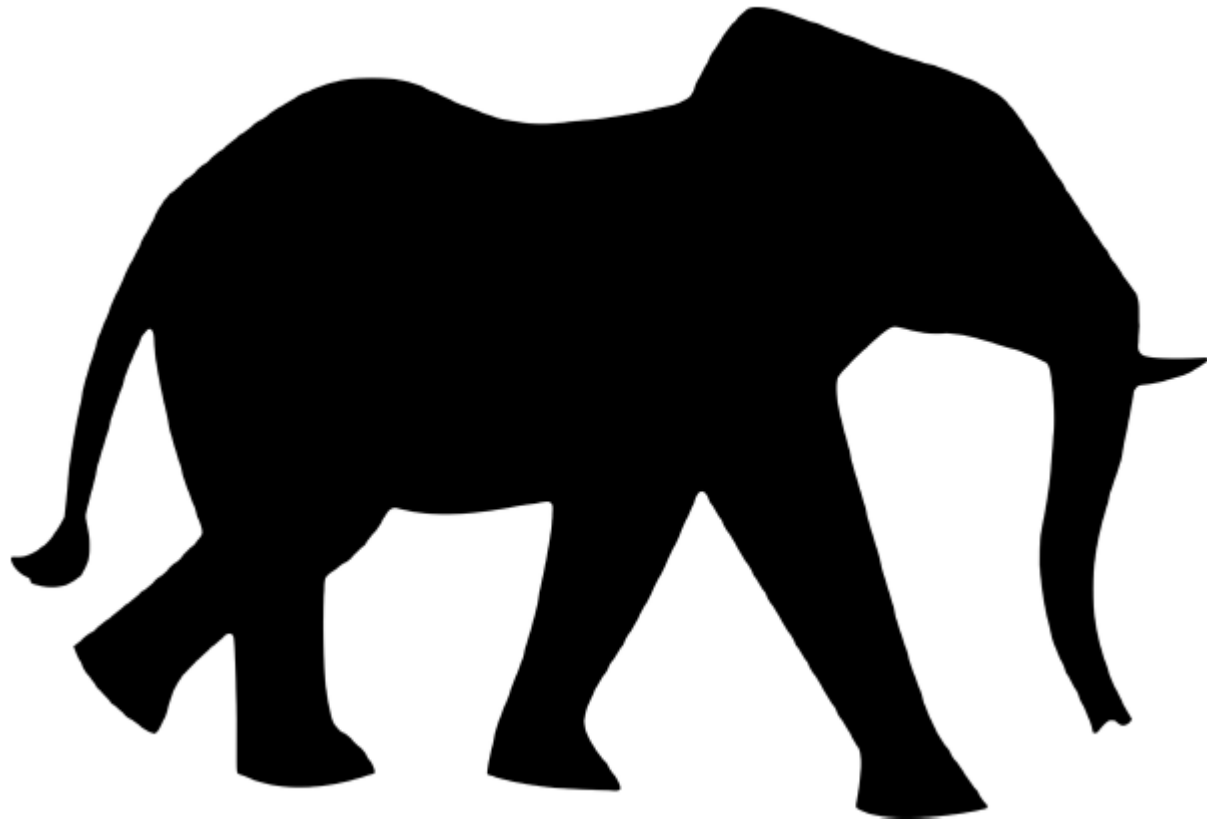
Which other stakeholders are directly or indirectly affected by or interested in the project?

Інші зацікавлені сторони

На яких інших зацікавлених сторін проект прямо чи опосередковано впливає чи зацікавлений у них?

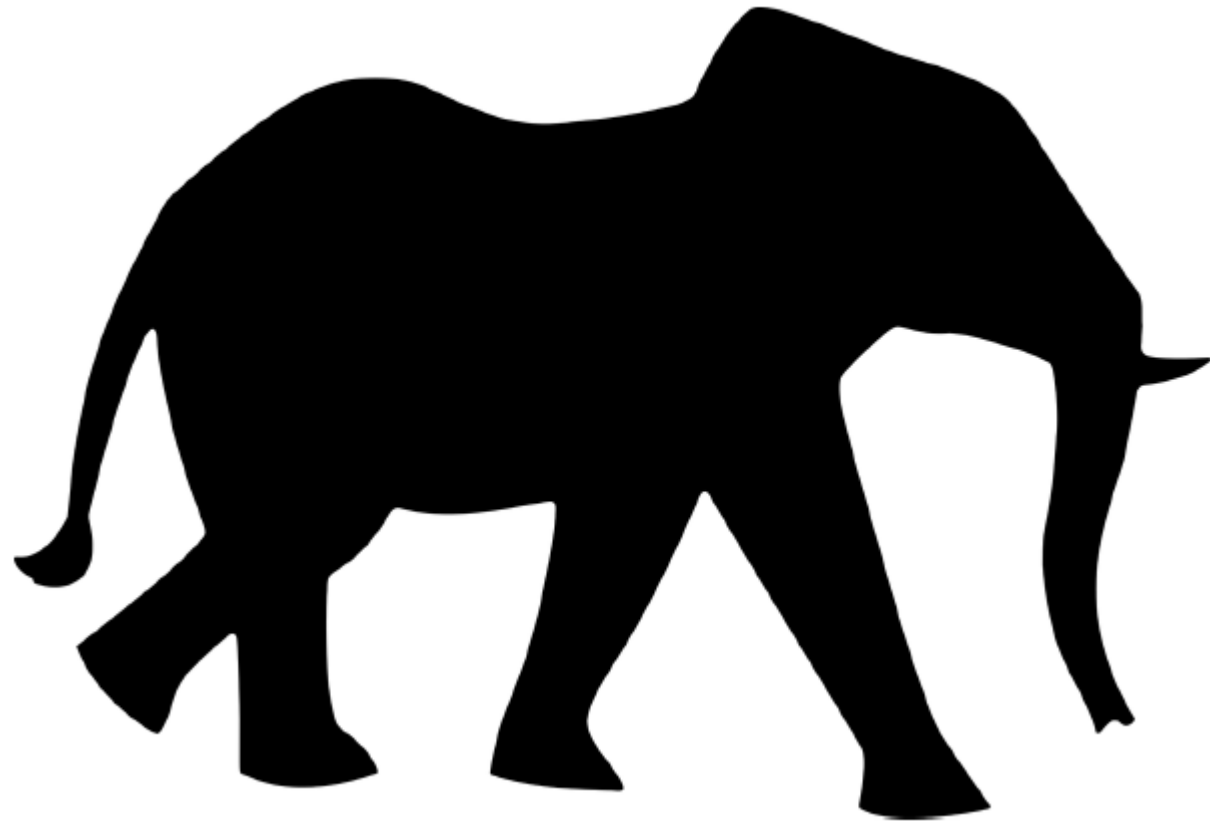
2.2 How to plan a project – Work packages

How to eat an elephant?



2.2 How to plan a project – Work packages

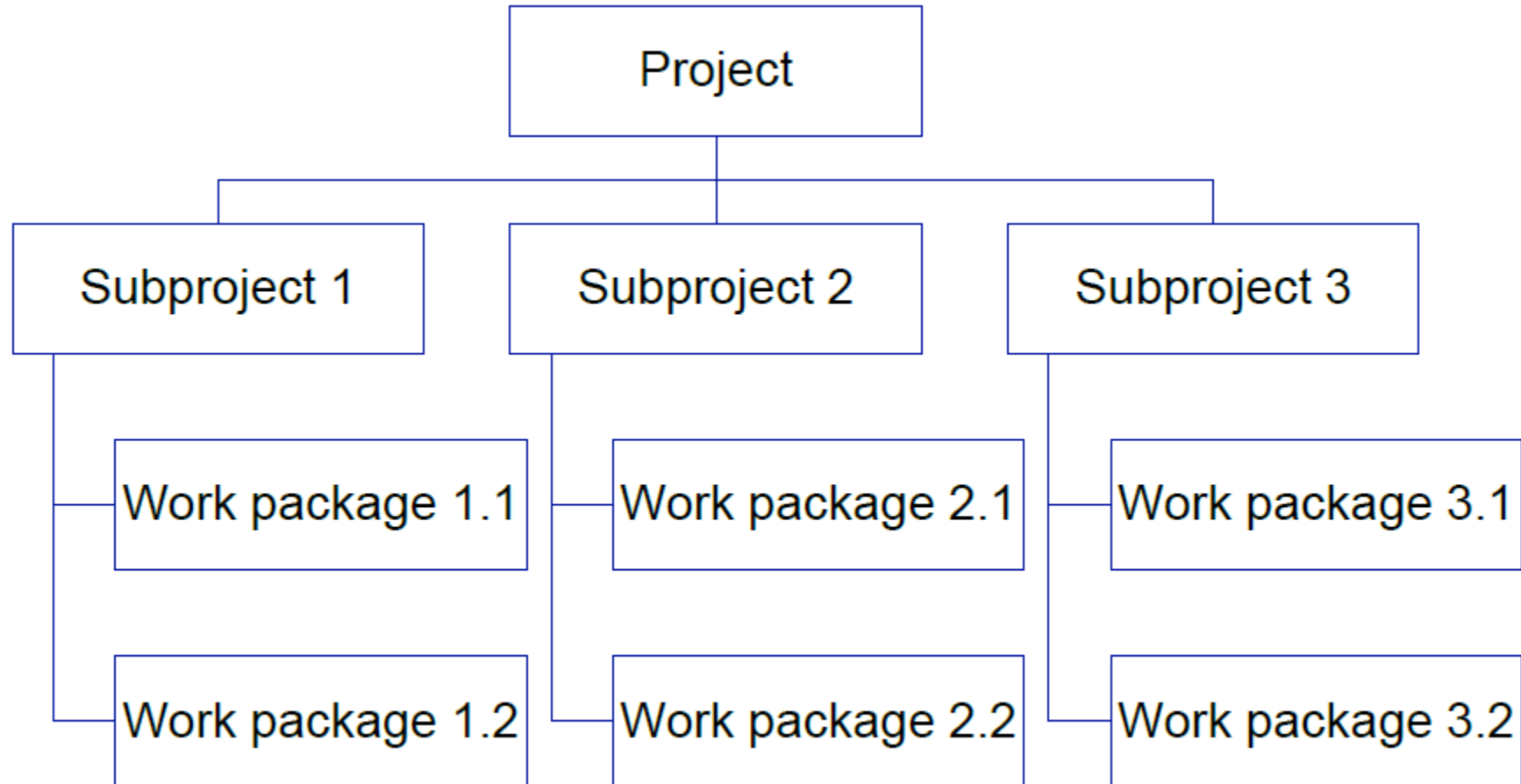
How to eat an elephant?



**One bite
at a time.**

2.2 How to plan a project – Work packages

Work breakdown structure



2.3 How to plan a project - Timeline

Activity plan – for shorter or less complex projects

When? ... should the activity be finished	What? ... should be done?	By whom? Who makes sure, that activity starts and runs smoothly?	With whom? Who (also) works on the activity?
01.06.20	Book hotel rooms and venue	Kristina	Wencke
15.06.20	Book Catering service	Kristina	Wencke
01.07.20	Develop programme draft and send to team	Petra	
05.07.20	Trainer team meeting	Petra	Evelyn, Doris/Ronnie, Petra G., Svenja, Konstantin
15.07.20	Adapt programme and send to participants	Petra	
...

2.3 How to plan a project - Timeline

Milestones



- Дати початку та закінчення етапів проекту
- Менші цілі вашого проекту
- Наявність ключових результатів
- Схвалення клієнтів та зацікавлених сторін
- Важливі зустрічі та презентації
- Ключові дати, які можуть вплинути на ваш графік
- Нульова тривалість
- В ідеалі повинні бути SMART

2.3 How to plan a project - Timeline

The linguistics of milestones



„Hotel rooms are booked.“

„Draft programme is developed.“

„Approval is given by top management.“

2.3 How to plan a project - Timeline

Project schedule – for longer or complex projects

			2019			2020		
			October	November	December	January	February	March
Workpackages and Tasks	Time Period							
WP 1 Preparation Cohort 1	Start	End						
Concept development	01.10.19	15.11.19						
Milestone: Programme concept approved	15.11.2019							
Concept adaption	17.11.19	30.11.19						
Milestone: Call for application is published	01.12.2019							
Application phase	01.12.19	14.01.20						
Selection phase	15.01.20	31.01.20						
Milestone: Selected participants are informed	01.02.2020							
WP 2 Implementation of Training Cohort 1	Start	End						
...								
...								
WP 3 Preparation Cohort 2	Start	End						
...								
WP 4 Dissemination								
...								

2.3 How to plan a project - Timeline

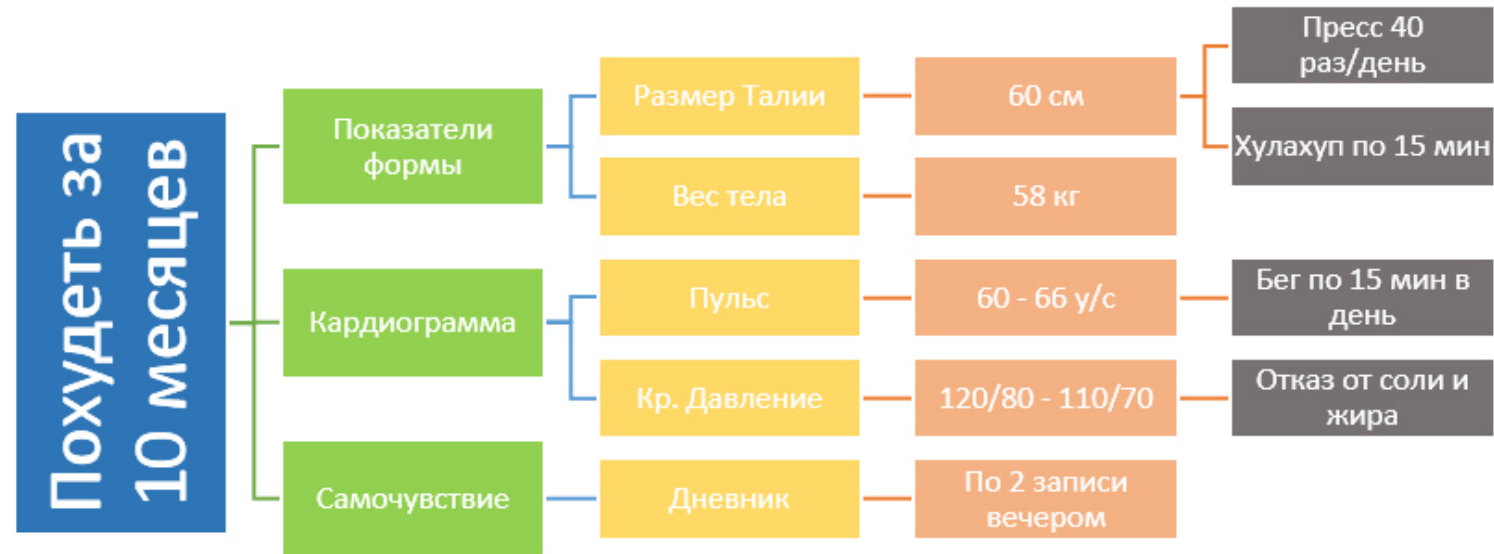
SMART goals revisited

Конкретність, Вимірність, Досяжність, Реалістичність,
Обмеженість в часі

The SMART rule	
S pecific	What do you want to improve / achieve?
M easurable	How can you evaluate that you have reached your goal? (Quantification if possible.)
A ssignable / A greed	Is it possible, to name a person/a group responsible for this goal?
R ealistic	Are you sure that you can reach the goal with the given ressources (time & budget)?
T ime-related	When shall the task be completed?

2.3 How to plan a project - Timeline

SMART goals revisited



2.4 How to plan a project? – Your experience

What about you?



1. How have you planned previous projects?
2. Which tool seems most appropriate to plan your own project?

3

Plan the steps of your project.



3 Plan the steps of your project

Project Action Plan (PAP)

Time Frame	Description of work packages to achieve the objectives	Evidence of successful implementation of work package (milestone)	Responsible person (R); contributors (C)	Resources needed	Current state of work package
01.10.19 – 15.11.19	Concept Development	Concept approved by steering committee (meeting on 15.11.)	Petra (R); Steering committee (C)	7 person days Return flight to Kiev	complete
...
11.05.20 – 24.05.20	Screencast Development "Project Management"	6 Screencasts uploaded to ILIAS (1-4 until 15.05.20)	Petra (R) Annika (C)	6 person days	ongoing
11.05.20 – 24.05.20	Screencast Development "HE Systems GER & UKR"	2 Screencasts uploaded to ILIAS (until 24.05.20)	Konstantin (R) Frank (R) Petra (C)	2 person days	ongoing