PROJECT PLANNING MODEL

Planning

1. Gather and analyze facts of the current project situation  J
2. Set project objectives (desired results)  H
3. Develop possible alternative courses of action  E
4. Identify the negative consequences of each course of action  P
5. Decide on a basic course of action  S
6. Develop strategies (priorities, sequence, timing, of major steps)  D
7. Determine when and how overall progress will be measured  T

Organizing

8. Identify & analyze the various job tasks to implement the project  C
9. Define scope of relationships, responsibility & authority of positions  R
10. Establish qualifications of new positions  K
11. Determine the allocation of resources (budget, facilities, equipment)  N

Implementing

12. Find qualified people to fill positions  A
13. Train & develop new personnel for new responsibility/authority  I
14. Develop individual performance objectives based on mutual agreement  Q
15. Assign responsibility/accountability/authority  G
16. Coordinate day-to-day activities  M

Controlling

17. Measure progress towards and/or deviation from the project goals  B
18. Measure individual performance against objectives & standards  O
19. Take corrective action on the project (recycle project plans)  L
20. Deliver appropriate consequences for individual performance  F