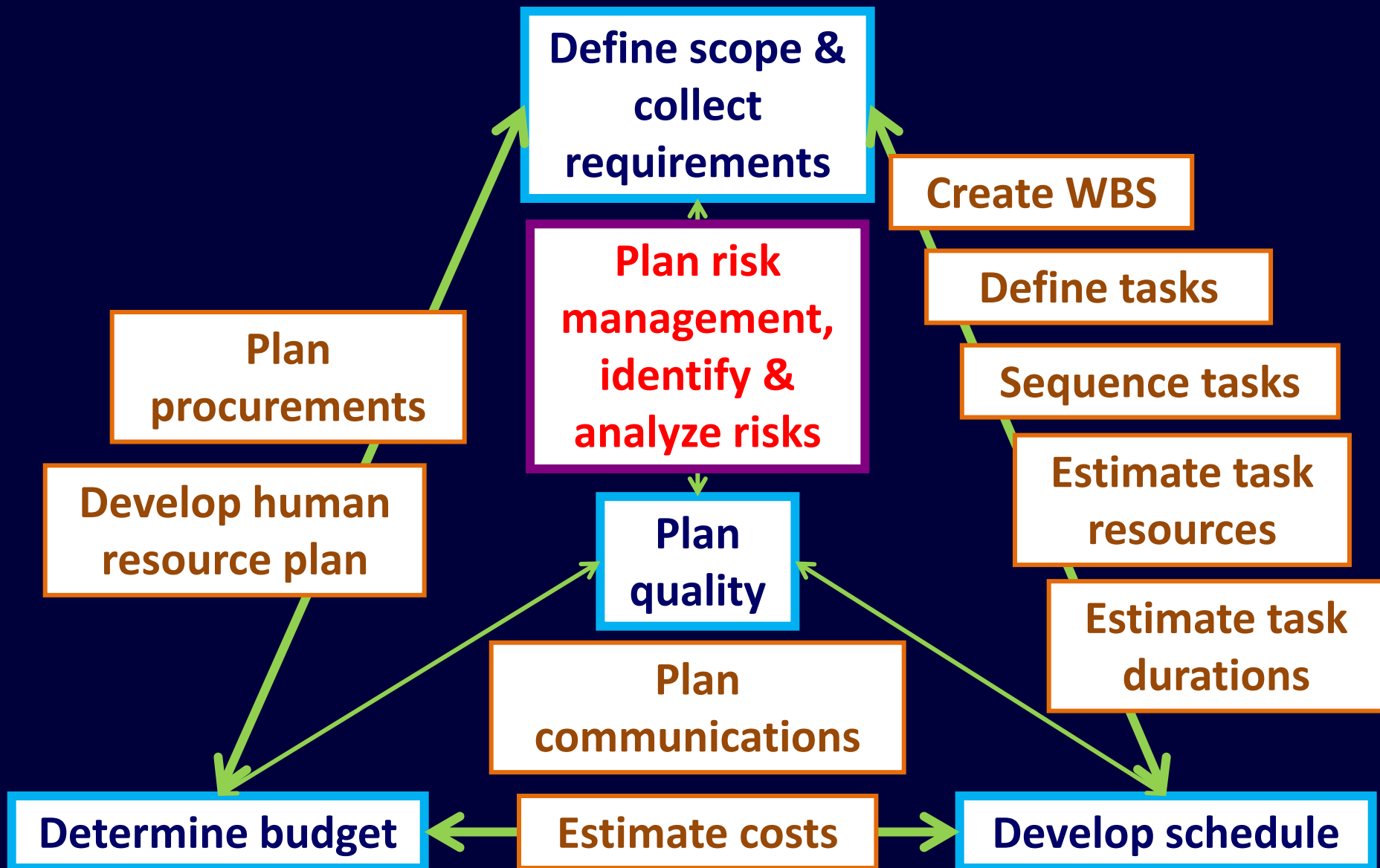


Project Management

Project Planning
HR, Procurement,
Quality, Communications

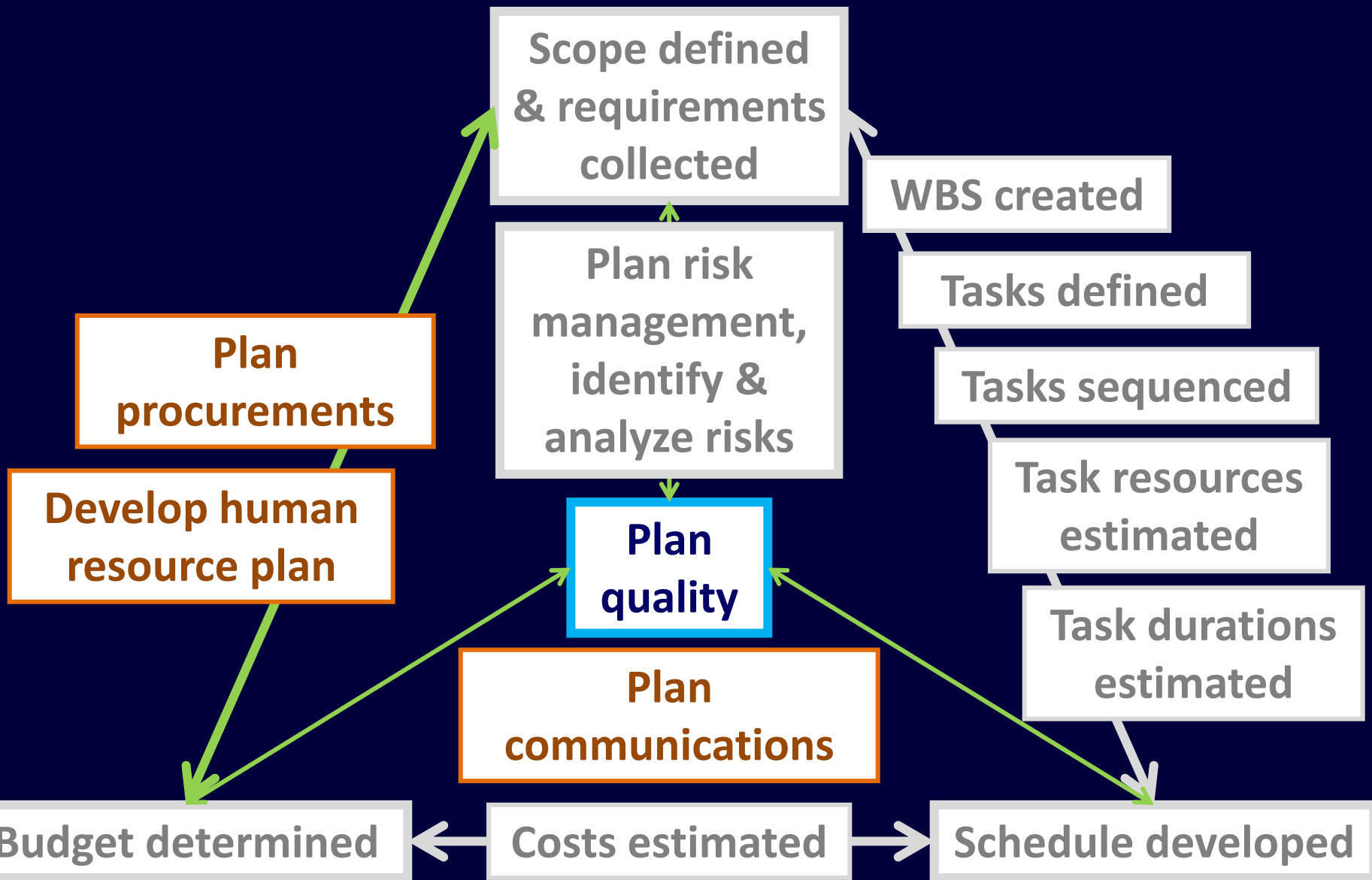
Project planning processes



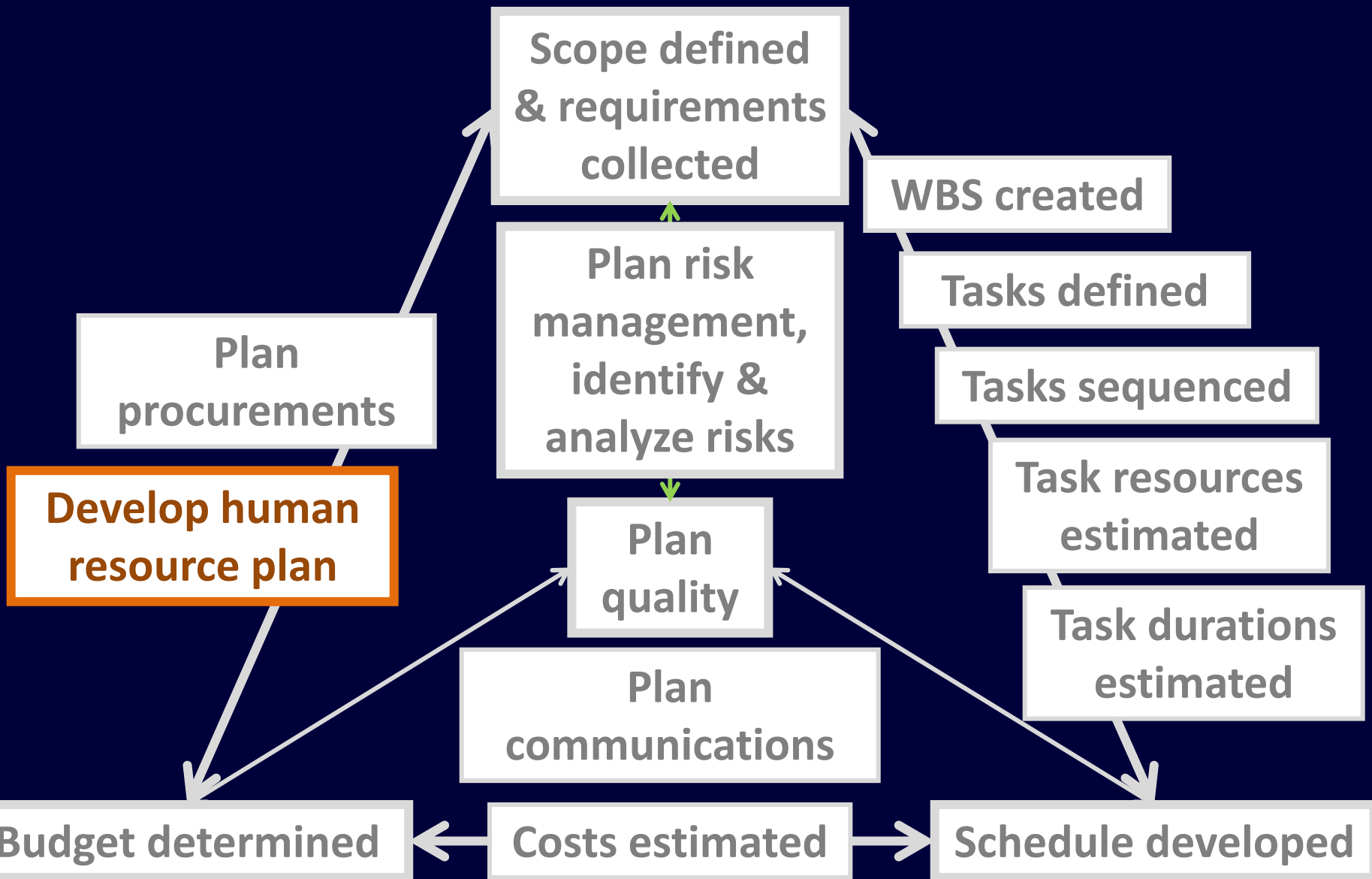
Planning processes: where do we stand?



HR, Procurement, Quality, Comms



Develop HR plan (0)



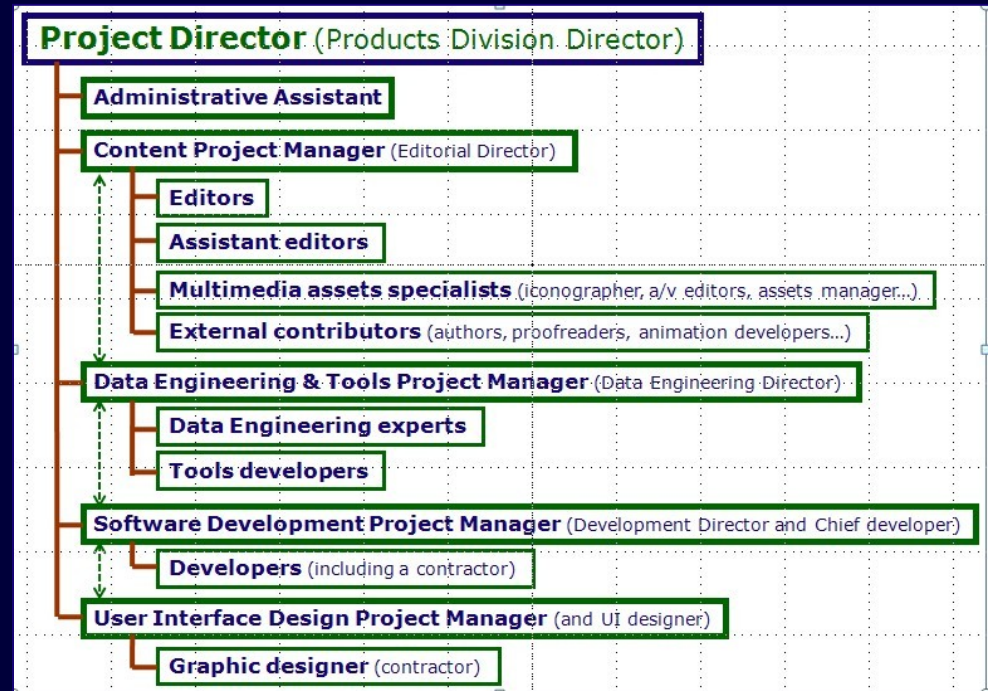
Develop HR plan (1)

- Identify skills and number of persons needed
- Primary input = estimate of task resources



Develop HR plan (2)

- Define the **organization** of the project team
- **Team members' attributes:**
 - ✓ role (or function)
 - ✓ position
 - ✓ responsibility
 - ✓ competency
 - ✓ authority

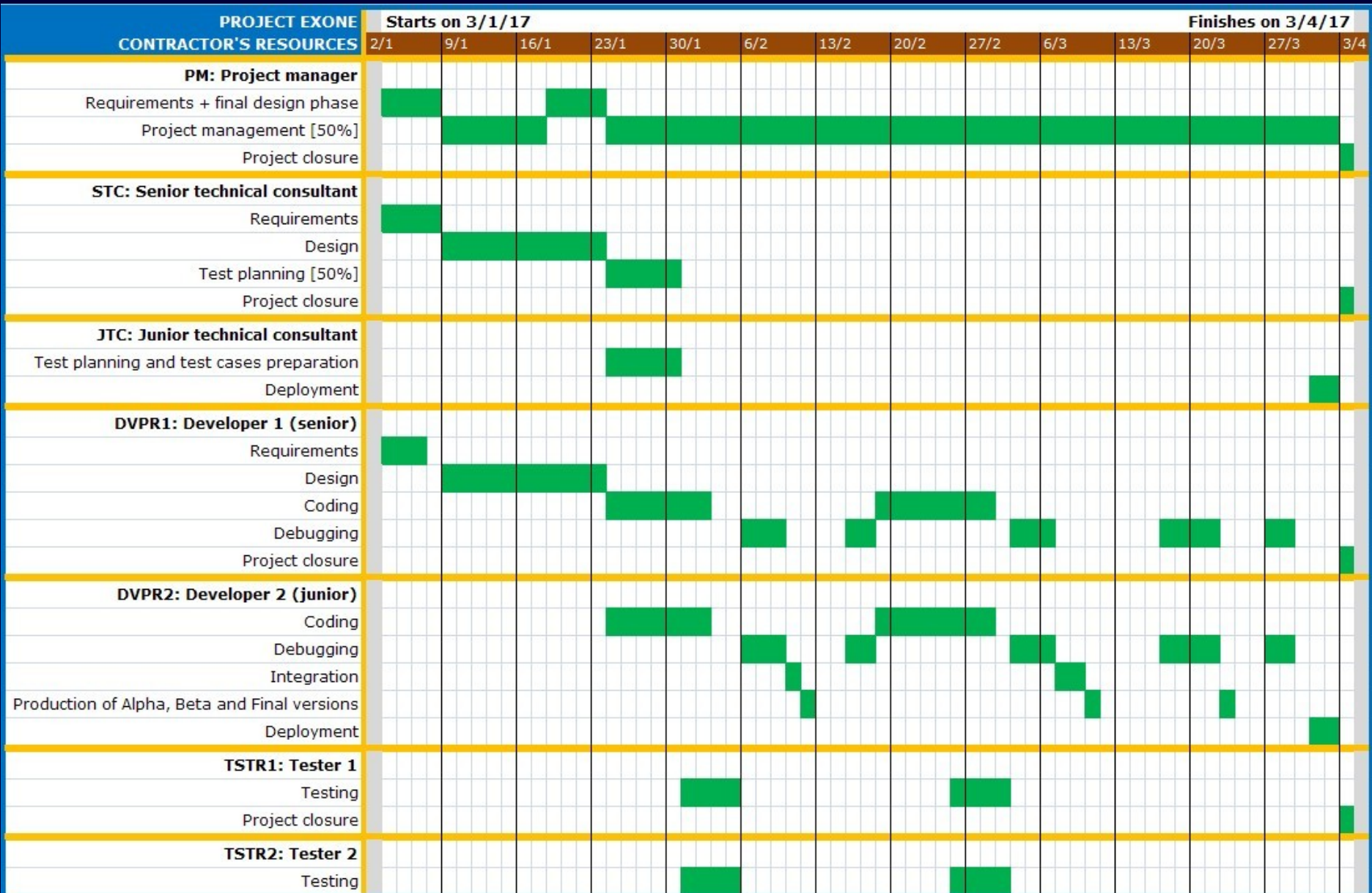


Develop HR plan (3)

- **Staffing management plan:**
 - ✓ how staffing will be performed
 - ✓ staffing schedule
 - ✓ training plan, etc.

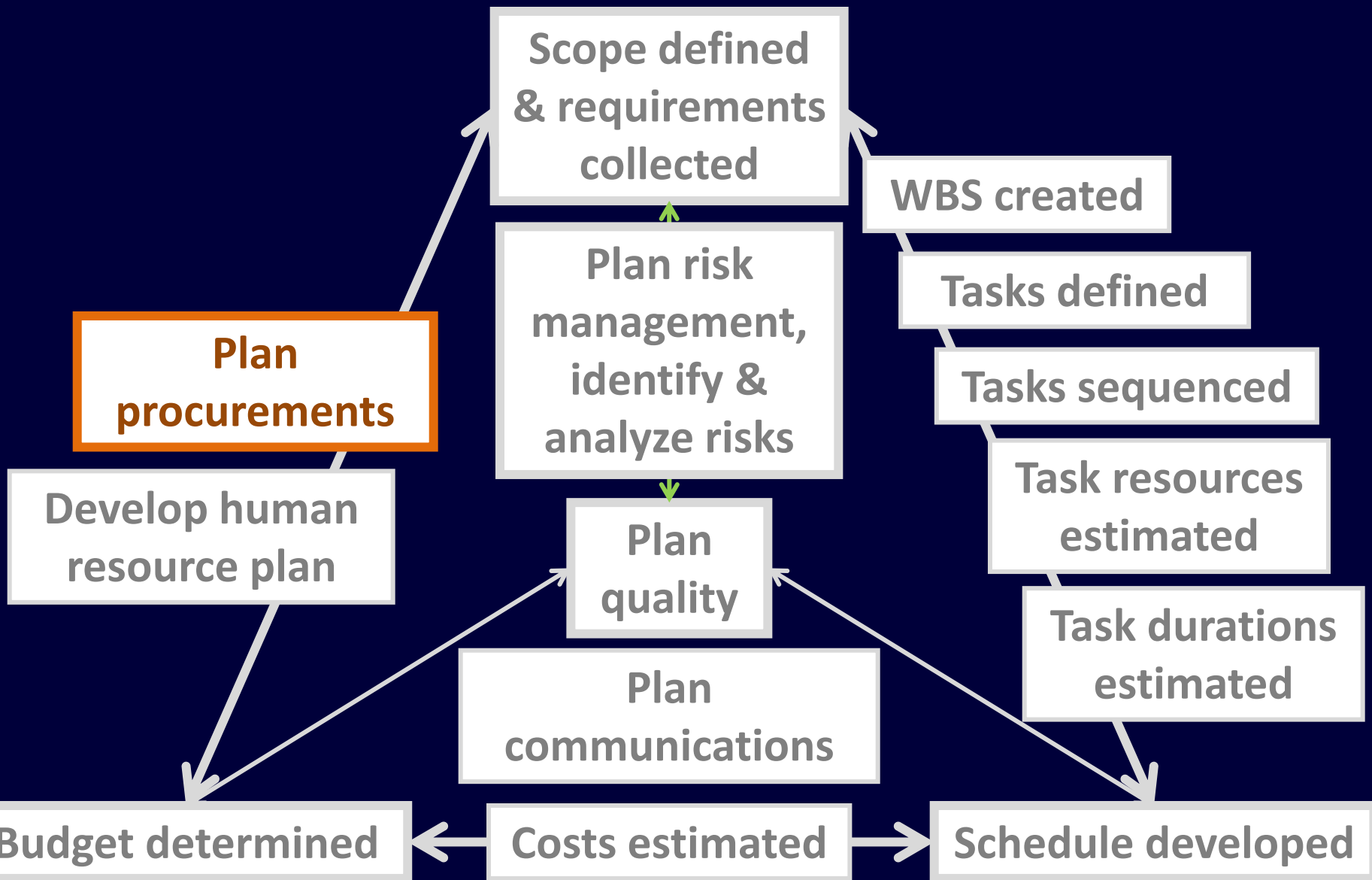


Example of HR schedule: EXONE – CTR (2)



Questions?

Plan procurements (0)



Plan procurements (1)

- Identify project needs that can or must be met by products/services from **external “vendors”**
- Primary input = estimate of task resources
- “Make or buy” analysis



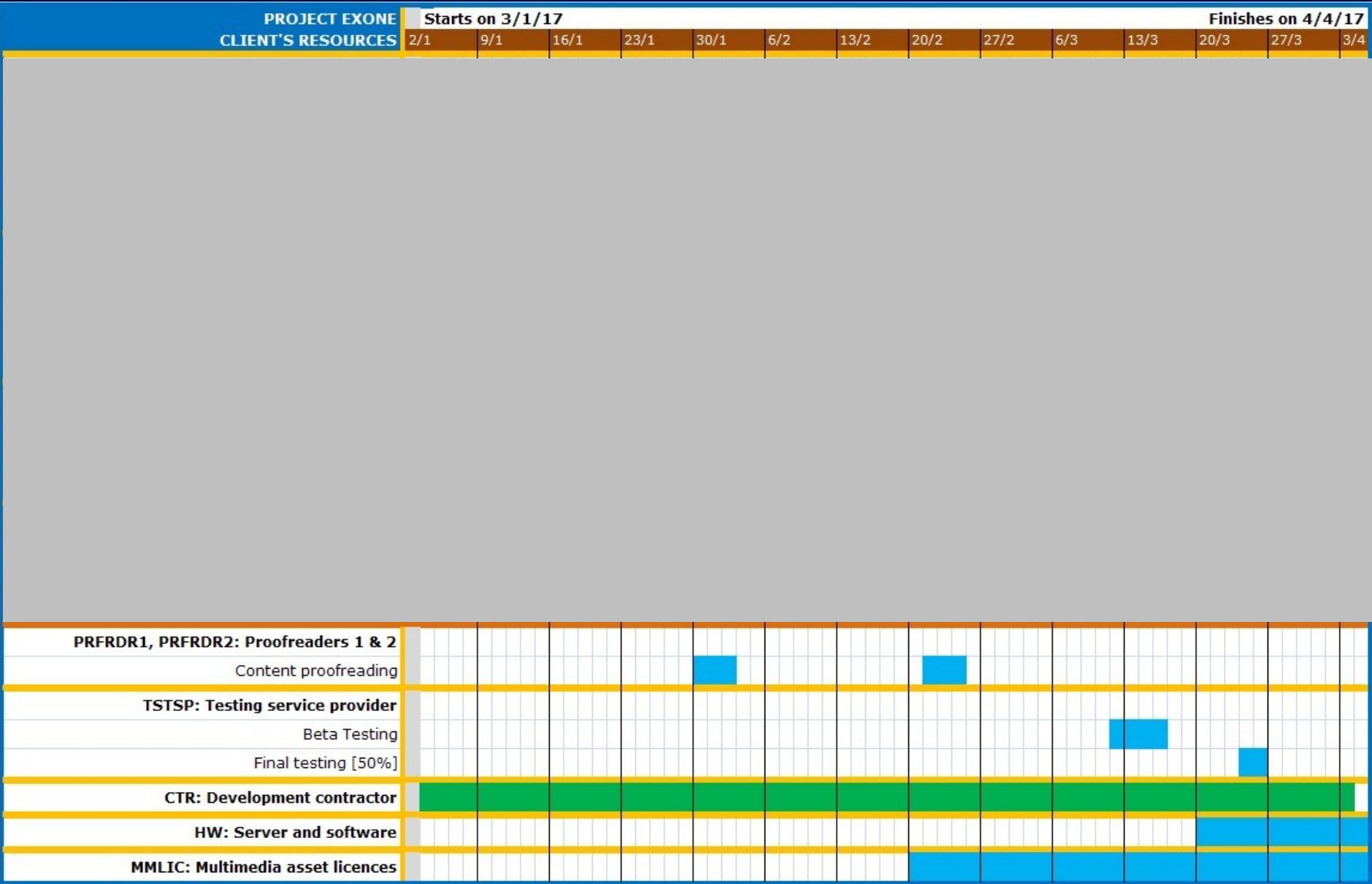
Plan procurements (2)

➤ Procurement plan:

- ✓ how to identify vendors
- ✓ how to evaluate and select vendors
- ✓ types of contract
- ✓ statements of work (SOWs)



Ex. of Procurement schedule: EXONE - CLT



Questions?

Plan quality (0)



Plan quality (1)

- Identify **quality requirements and standards** that will be applied to the project and to the resulting product
- Document how **compliance** with such requirements and standards will be **achieved and demonstrated**



Plan quality (2)

- Take into account the **product acceptance criteria** specified in the requirements and the **testing tasks** to be performed at various stages of the project



Plan quality (3)

- Include processes to put in place for **quality control & assurance of the project** itself.
- Define quality **“metrics”** for certain project requirements.



Plan quality (4)

- The **cost of quality** (“COQ”) corresponds to the cost of resources needed to meet quality requirements.
- Poor quality also has a cost, which may be (much) higher than the cost of quality.



Plan communications (0)



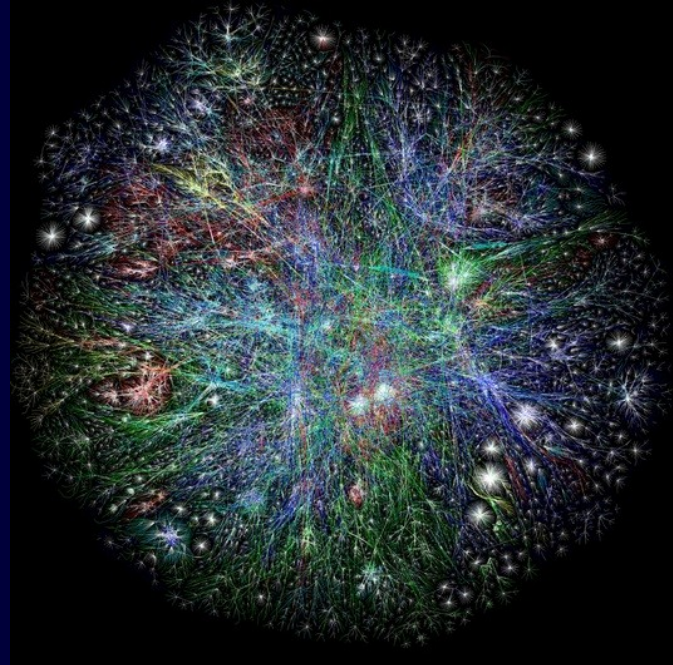
Plan communications (1)

- Determine **how** information will be provided, **when** and **by whom**.



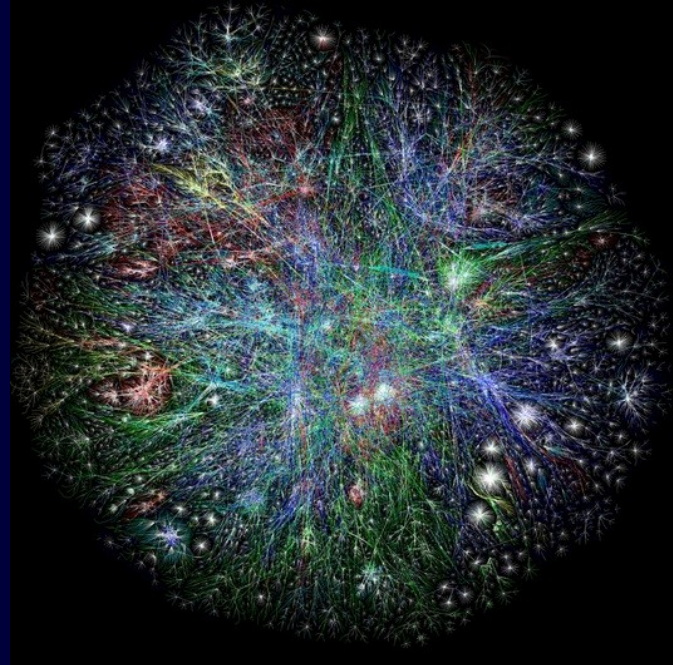
Plan communications (2)

- **Types of information to be communicated**
- **Language(s) to be used and glossary of terms specific to the project**
- **Time-frame and frequency of communications**



Plan communications (3)

- **Communication methods**
- **Persons with communication responsibility**
- **Escalation paths and procedures**



Questions?

Planning processes: where do we stand?

