GEPM-375

Project Planning and Construction Management

What we will discuss today?

What are done during project planning phase?

- **Plan is made**
  - -What is plan?
  - -Event and Activity

- **Strategies are set**
  - -How strategies are set?

- **Different aspects of project planning phase.**
  - -Six Aspects
  - -Examples

- **Policies, procedures and rules.**
  - -What these are with examples?

What is to be done in the Project Planning Phase?

- In the project planning phase
  -**Plan is made** &
  -**Strategies are set**

Taking into the considerations of Company's /Organization's
  -Policies,
  -Procedures &
  -Rules.

Project Plan

Plan is made in the project Planning Phase.

What is a plan?

- It is a **statement of intent** ie what is to be done.
- It is interpreted in terms of '**what has to be done to the resources to achieve the intent'.**
- **Plans are detailed methods,** formulated before hand, **for doing and making somethings.**

Project Planning

- Plans simply **list the targets** and **define the means of achieving them.**

Targets of plan are called **Events**, the **means** of achieving the targets are called **Activities**.

Event

- **Event is a step** that leads to the **action** or **status change** in the **project management**.
- It is the **start or the end** of the activity.
- Events **consumes neither time nor resources**.

Project planning

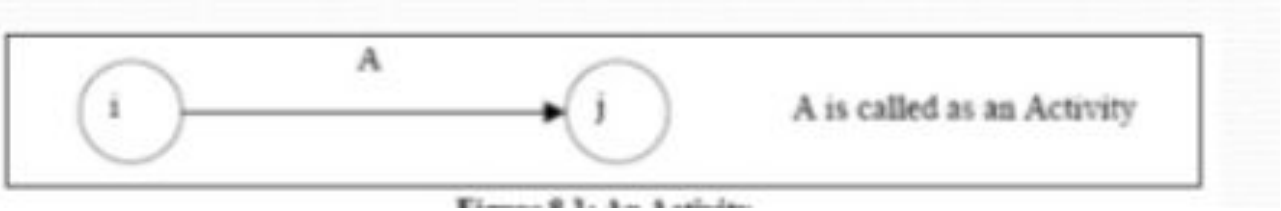
Activity

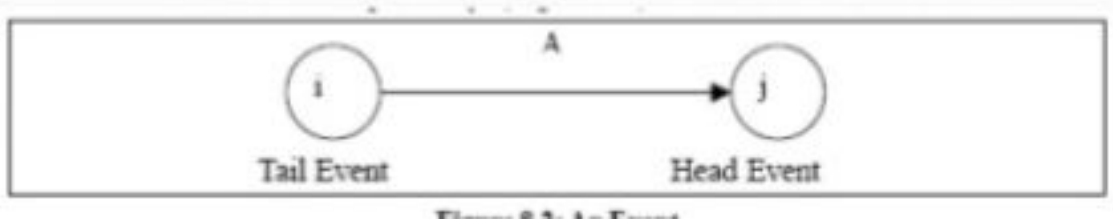
- Activity is the **actual performance of the tasks** and **requires times and resources** for its completions.

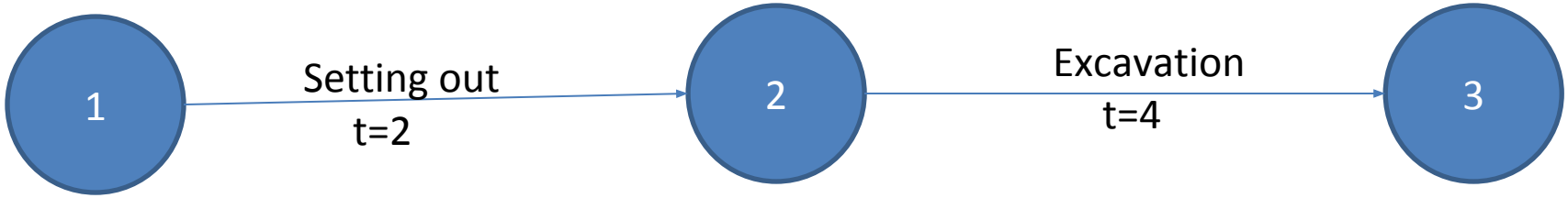
- It is the **works required** to complete a specific tasks.

- Activities are those **operations of the plan** which take time and on which resources are allocated for desired **output**.

Examples:







Tail
Event

Strategies are set at Project planning phase:

Strategies are set: **Strategies are important in planning phase**.

- Should be **aligned with corporate's goals** to drive business benefits.
- Should **specify the central concept** or **purpose** of the enterprise.
- Also **means by which it intends to carry out** the central purpose of the enterprise.

Different aspects of project planning phase: (TGOSTA)

Six Aspects of Project Planning Phase-

- **Strategic Theme**: C**ompartmentalize** strategic plan and operation plan, **specially on** quality**,** safety, people, customer, clients, service, finance, growth etc; and then **a theme is set.**

- **Goal**: **A broad statement** that translate the organization's vision statement into more meaningful and time bound.

- **Objectives**: **Quantifiable and measurable targets** of the company. (how much and when)

- **Strategies**: **Means by which it intends to carry out** the purpose.

- **Tactics or Events**: **Practical steps to achieve objective**.

- **Activities**: When **allotted to time and resources** for specific output.

Project Planning

Examples: Standard Entrepreneur or Company in Bangladesh:

- **Strategic Theme**:
- **Goal** (s):
- **Objective(s)**:
- **Strategy** (s):
- **Tactics** (**Events**):
- **Activities**:

Project Planning

Examples: **Standard Entrepreneur or Company in Bangladesh**.

- **Strategic Theme**: **Satisfaction**
- **Goal (s)**: To be considered a **trusted partners** by our clients.
- **Objective(s): Increase clients' satisfaction** from 70% to 80% by March 25.
- **Strategy** (s): Implementation of **annual client conference (1.1)**

Examples: Standard Entrepreneur or Company **(cont..)**

- **Tactics (Events):** 1.1.1 **Identify date and time**.
  1.1.2 **Develop agenda**
  1.1.3 Identify and invite **speakers**
  1.1.4 **Develop social events**
  1.1.5 Develop **menu**
  1.1.6 **Develop invitation**

- **Activities**: **Time** bound **& resources** allotment and **out put.**

Policies, Procedures and Rules

Policies, procedures and rules differ from each other in degrees of specificity:

- **Policies** usually set **broad guidelines** for the enterprises/companies.

Example of policy: 'If a customer is **dissatisfied** with any of its sale items, his/her money will be refunded'.

- **Procedures**: It **specify how to deal** in some situation.

Example of procedure:

- 'Before refunding the money of the customer, the sale's man should **carefully inspect** the items to be returned'.
- 'Then **obtain approval** from the manager for refund'.

Policies, Procedures and Rules

- **Rules:** A rule is even **more specific guidance** for the action.

Example of rule: 'Under no circumstances, will the money be refunded to the customer if she/he bring the defective items **after 3 days' of purchase**'.

Thus **Plan should be finalized, and strategies to be set** only after taking into considerations of the company's policies, procedures and rules.

Thank you