



Project Planning & Management: Part 3

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THE FOUR PHASES OF THE CHIP

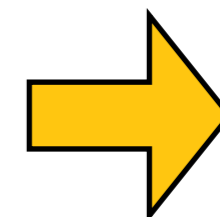
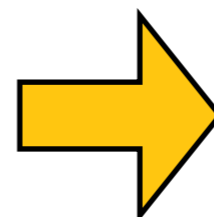
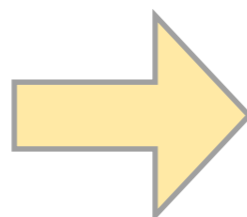


Assess

Conceive

Design

Implement



DESIGN PHASE: YOUR ACTION PLAN

- Identifying tasks and responsibilities
 - Comprehensive and sequential set of tasks or action steps required to complete the project.
 - Include identification of the individual(s) responsible for each task.
- Creating task precedence and scheduling
- Estimating resource requirements

ACTION STEP: DEFINITION



Action steps are a comprehensive and sequential set of activities or tasks required to achieve a project's goal such as a CHIP. The steps, placed in a logical order, include identification of the individual(s) responsible for each step, together with the time and financial resources required.

EXAMPLE: ACTION STEPS

Example: Develop an IT data system that supports an integrated record management system.

Step One: Assess current system's faults

Step Two: Establish hardware requirements

Step Three: Get hardware bids

Step Four: Select hardware

Step Five: Install hardware

Step Six: Establish software requirements

Step Seven: Etc.

HELPFUL INFORMATION

Task Number	Task	Minutes	Precedence
1	Rise, wake spouse, start coffee	5	
2	Coffee brews	10	
3	Spouse gets up, dresses, cooks breakfast	35	
4	Shower	8	
5	Drink first cup of coffee	5	
6	Dress	15	
7	Eat breakfast and drink second cup of coffee	15	
8	Drive to work	30	

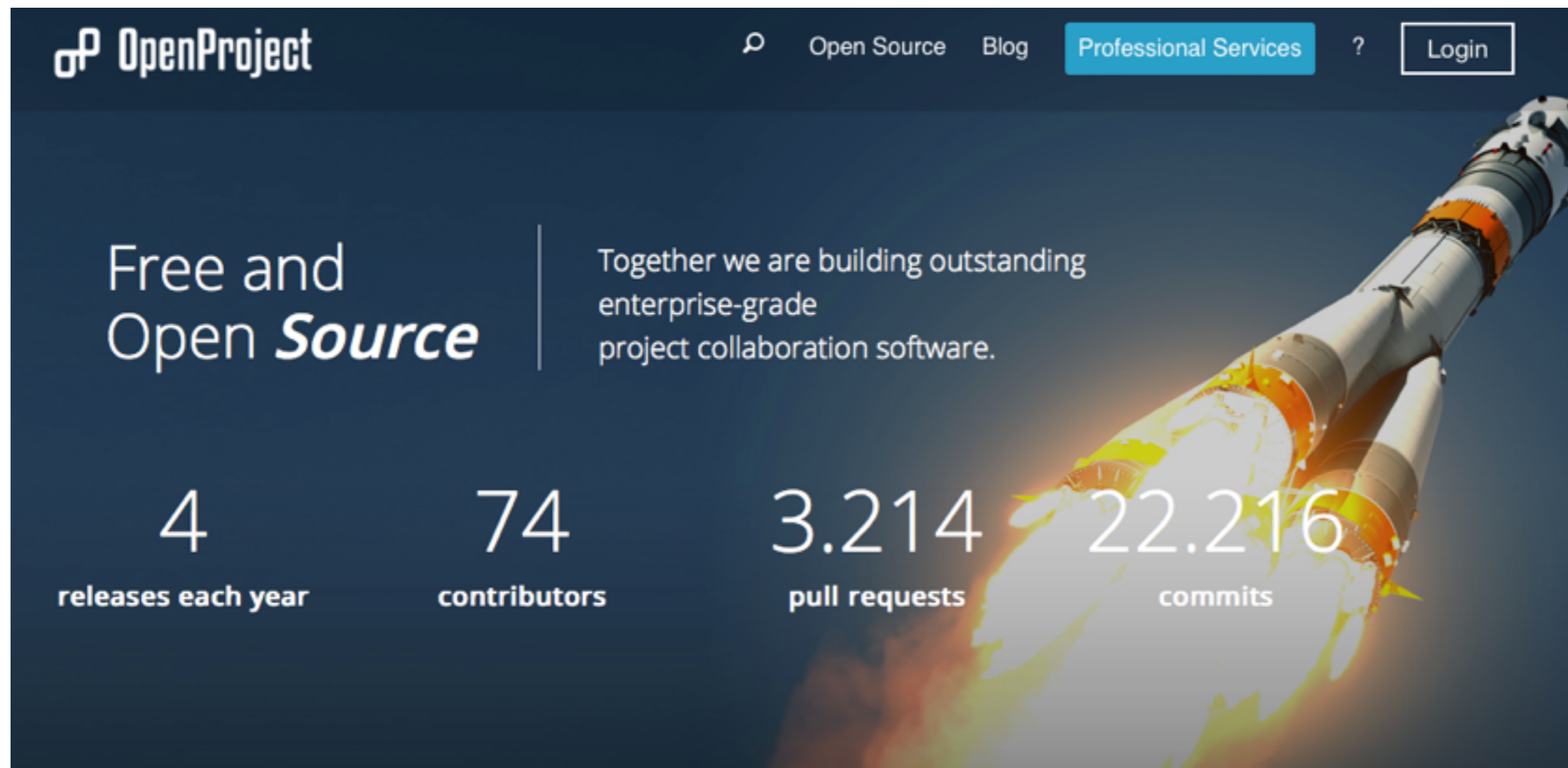
MORE COMPLEX EXAMPLE: BUILDING A NEW CLINIC

1. Select administrative and medical staff
2. Select site and perform survey
3. Select equipment
4. Prepare construction plans and layout
5. Bring utilities to site
6. Interview and fill nursing, staff, and security positions
7. Purchase and take delivery of equipment
8. Construct the clinic
9. Design the information system
10. Install the equipment
11. Train nurses and staff

PROJECT SCHEDULING: CLINIC EXAMPLE

- ✓ What is the optimal (but logical) sequence of tasks in order that the project be completed in the least amount of time?
- ✓ When can the project be finished?
- ✓ Where will delays hurt the schedule the most?

Free Project Management Software

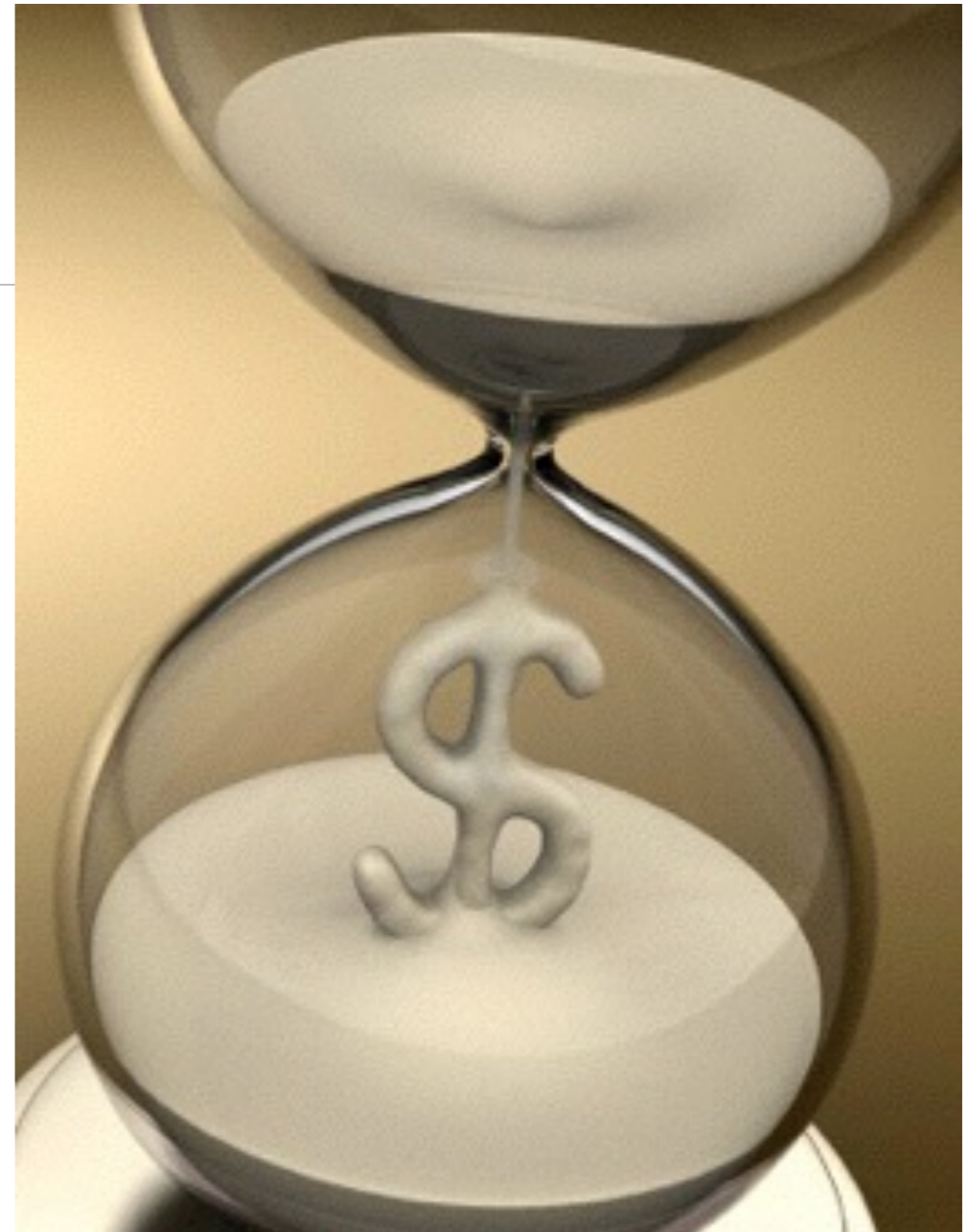


The screenshot shows the OpenProject website homepage. The background features a rocket launch with a fiery trail. The navigation bar at the top includes the OpenProject logo, a search icon, and links for 'Open Source', 'Blog', 'Professional Services' (highlighted in blue), a help icon, and a 'Login' button.

Free and Open *Source*



Together we are building outstanding enterprise-grade project collaboration software.

4	74	3.214	22.216
releases each year	contributors	pull requests	commits



Resources Required: Time
& Money

BUDGETING

Task	Hours	Rate ¹		 ²	Total Costs
Establishing hardware requirements	40	\$50.00	\$2,000	\$0	\$2,000
Hardware Bids	360	\$50.00	\$18,000	\$400,000	\$418,000
Hardware Selection	24	\$55.00	\$1,320	\$0	\$1,320
Hardware Installation	64	\$45.00	\$2,880	\$15,000	\$17,880
Establishing software requirements	40	\$50.00	\$2,000	\$0	\$2,000
Etc.	450	\$50.00	\$22,500	\$200,000	\$222,500
Totals	978		\$48,700	\$615,000	\$663,700

1. Fully burdened rates include all annual compensation and benefits divided by expected annual hours. 2. Input any other cost such as outside labor, materials, hardware, etc. in the field 'Dollar costs'.



Project Planning &
Management Lab Book

Design: Action Plans

Section 8