

## PROJECT PLANNING

BEFORE THE PLANNING, THE PROCESS CAN BEGIN WITH THE OBJECTIVE THAT IN WHICH THE ANALYZED PLAN WILL NEED TO BE DELIVERED.

A BRIEF (OR) TERM OF REFERENCE IS TO BE MADE

- THE BRIEF SHOULD BE VERY PRECISE
- ANY AREAS THAT ARE NOT SO PRECISE WILL NEED TO BE IDENTIFIED AND CLARIFIED BY THE SUPPLIER PRIOR TO STARTING TO PREPARE THE PROPOSAL
- BRIEF SHOULD BE AS OPEN AS POSSIBLE.

## PROPOSAL

- WHO IS THE PROPOSAL FOR?
- WHY IS THE PROPOSAL BEING REQUESTED?

IF THE PROJECT IS

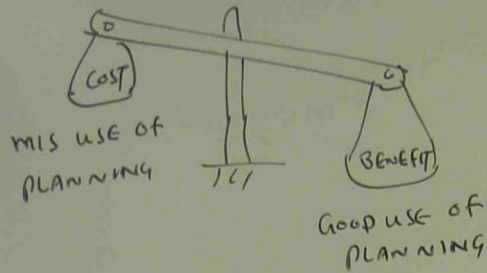
- (1) FOR AN INTERNAL CUSTOMER, THERE NEEDS TO BE CONSISTENT WITH THE ORGANIZATION'S STATED GOAL AND AIMS.
- (2) FOR EXTERNAL CUSTOMERS, THE MOST BASIC REQUIREMENT IS THAT THEY WILL BE ABLE TO PAY FOR THE WORK TO BE CARRIED OUT.
- (3) FOR GOING TO BE APPRAISED BY A SET OF PEOPLE, IT IS GOING TO KNOW THEIR BACKGROUNDS.

- THE REASON FOR THE PROPOSAL BEING REQUESTED SHOULD ALSO BE EXAMINED TO ENSURE THAT THE RESULT IS APPROPRIATE.
- IF IT IS TO BE PART OF A FULL COMPETITIVE BID FOR FUNDING, THEN IT IS PROBABLY WORTH INVESTING TIME TO PREPARE A DETAILED PROPOSAL

IF IT IS TO BE A FIRST EXAMINATION OF THE POSSIBILITIES OF SUCH A PROJECT, WITH THE CUSTOMER DECIDING TO FIND OUT WHAT WOULD BE INVOLVED IN THE PROJECT, AN OVERVIEW OF PROPOSAL SHOULD BE SUBMITTED.

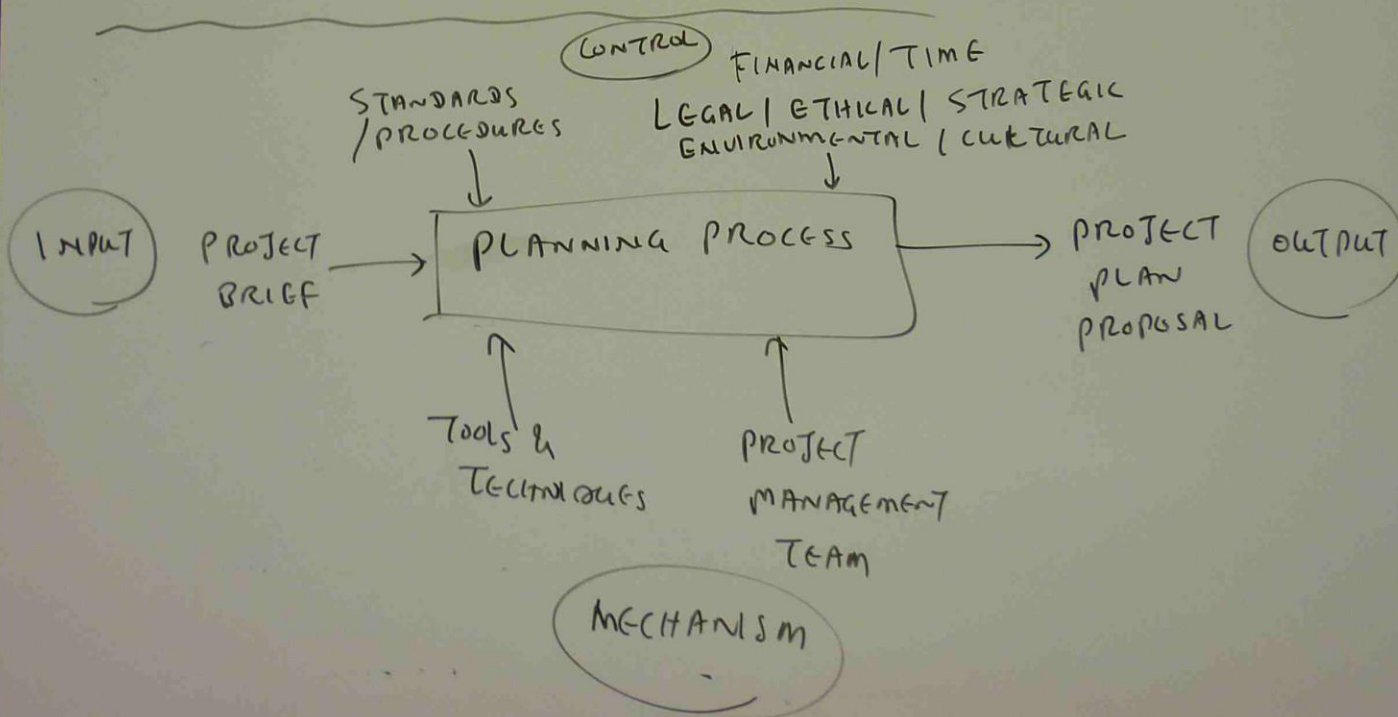
ORGANISATION'S POLICY SHOULD ALSO BE STUDIED TO ALIGN WITH THE PROPOSAL.

PROVIDING VERY ROUGH PROPOSAL CAN BE VERY DANGEROUS AS THE CUSTOMER WILL NOT FAVOUR YOU IN FUTURE.



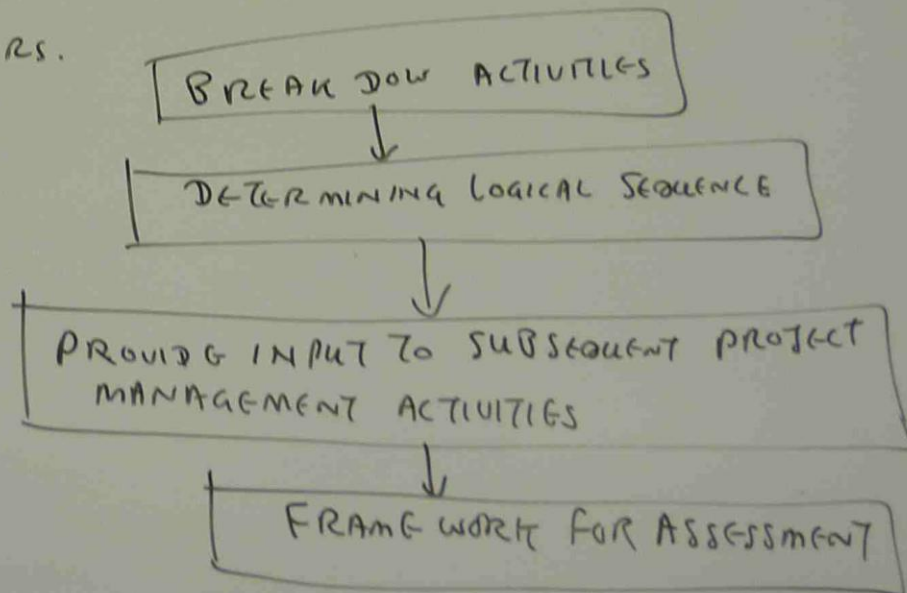
↑ BALANCING COST & BENEFIT ↑

## THE PROJECT PLANNING (INPUT | OUTPUT | PROCESS)

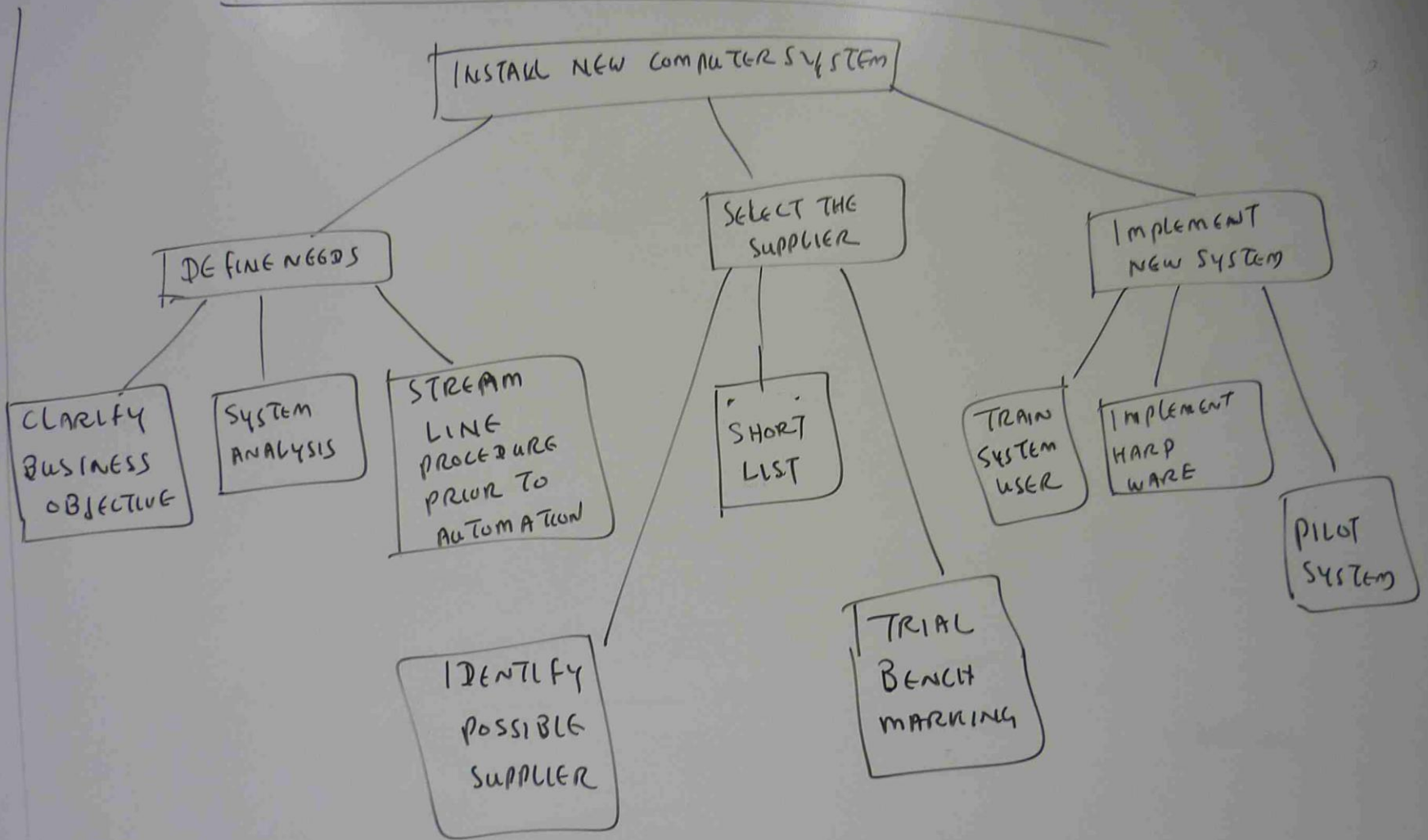




- BREAK DOWN THE COMPLEX ACTIVITIES INTO MANAGABLE CHUNKS
- DETERMINE THE LOGICAL SEQUENCES OF ACTIVITIES
- PROVIDING INPUTS TO SUBSEQUENT PROJECT MANAGEMENT PROCESSES
- PROVIDING LOGICAL BASIS FOR MAKING DECISION
- SHOWING EFFECTS ON OTHER SYSTEMS
- FILTERING FRIVOLOUS IDEAS AND ACTIVITIES
- PROVIDING FRAME WORK FOR ACTIVITIES
- BEING ESSENTIAL FOR REVISION AND REFINEMENT PROCESS.
- ALLOWING LESSONS TO BE LEARNT FROM PRACTICE
- FACILITATING COMMUNICATION OF IDEAS IN A LOGICAL FORM TO OTHERS.



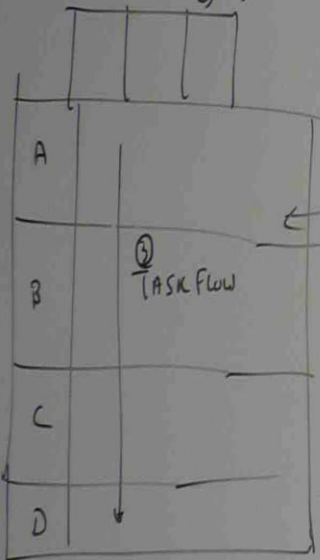
# EXAMPLE OF WORK BREAK DOWN STRUCTURE (WBS)



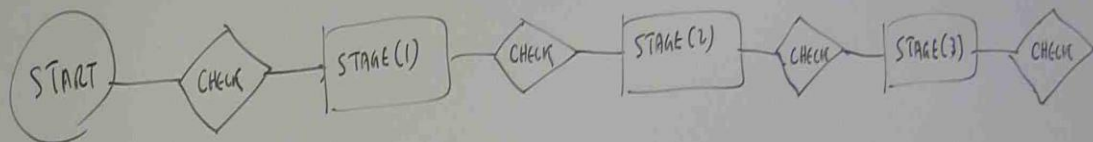
# 4 FIELDS MAP

① TEAM MEMBERS

PHASE



④ STANDARD



- TEAM MEMBERS
- LOGICAL PHASES OF ACTIVITIES
- TASKS TO BE DONE
- STANDARDS TO APPLY

MARKETING  
IDENTIFY  
CUSTOMER  
NEEDS

DESIGNER  
INTERPRETS  
MARKETING  
NEEDS

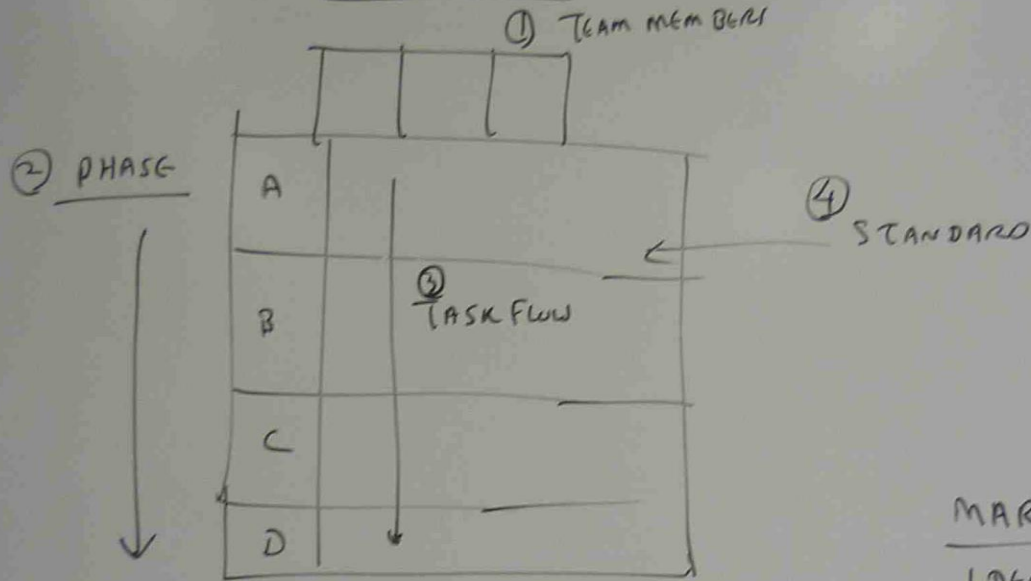
BRIEF  
CONVERT IT  
TO  
PRODUCT  
DRAWING

ENGINEER  
CONVERT PRODUCT  
DRAWING TO  
MANUFACTURING  
INFORMATION

MANUFACTURING  
CONVERT  
THE INFORMATION  
TO PRODUCT

MARKETING  
INTERPRET  
THE REVISED  
PRODUCT TO  
SELLING OFF  
TO CUSTOMERS

# 4 FIELDS MAP



- TEAM MEMBERS
- LOGICAL PHASES OF ACTIVITIES
- TASKS TO BE DONE
- STANDARDS TO APPLY



MARKETING  
IDENTIFY  
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BRIEF  
CONVERT IT  
TO  
PRODUCT  
DRAWING

ENGINEER  
CONVERTS  
DRAWING  
INTO  
PRODUCT



# THE RELATIONSHIP BETWEEN PROJECT MANAGEMENT AND LINE MANAGEMENT

