Corporation Associates

Project Planning Services

Corporation Associates Advisory Group, Inc.

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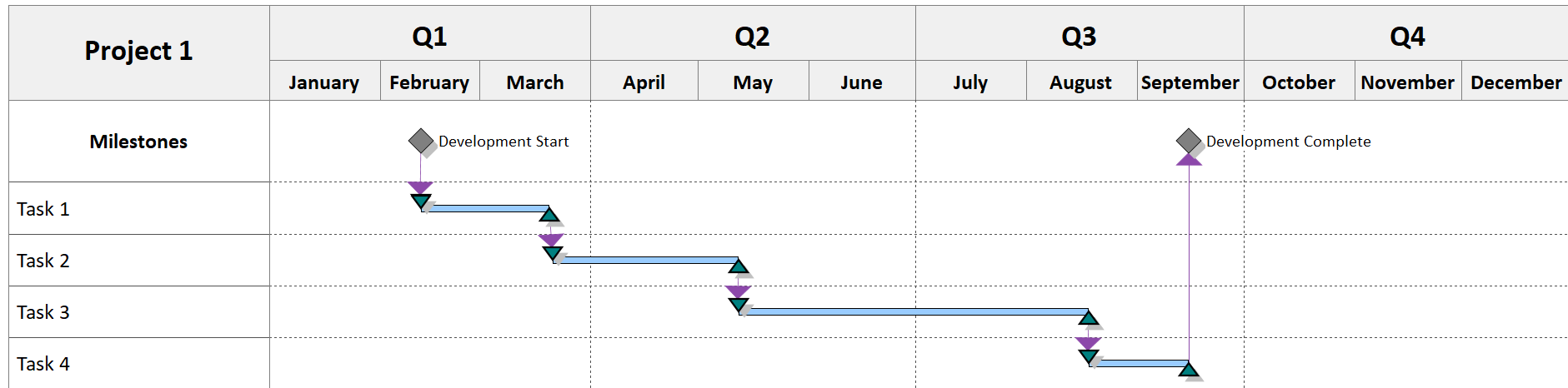
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Why Create a Project Plan?

- Know your deliverables
  - The activities that are required to complete each of the project deliverables
  - Their due dates
  - Their status (on-time, late, at risk)
  - Have a factual artifact to speak to why you may be late

- Control the scope of the project
  - Eliminate scope creep

- Control your cost
  - Monitor for budget overruns (planned vs. actuals)

- Plan and control your resources
  - Know which labor categories you need and when

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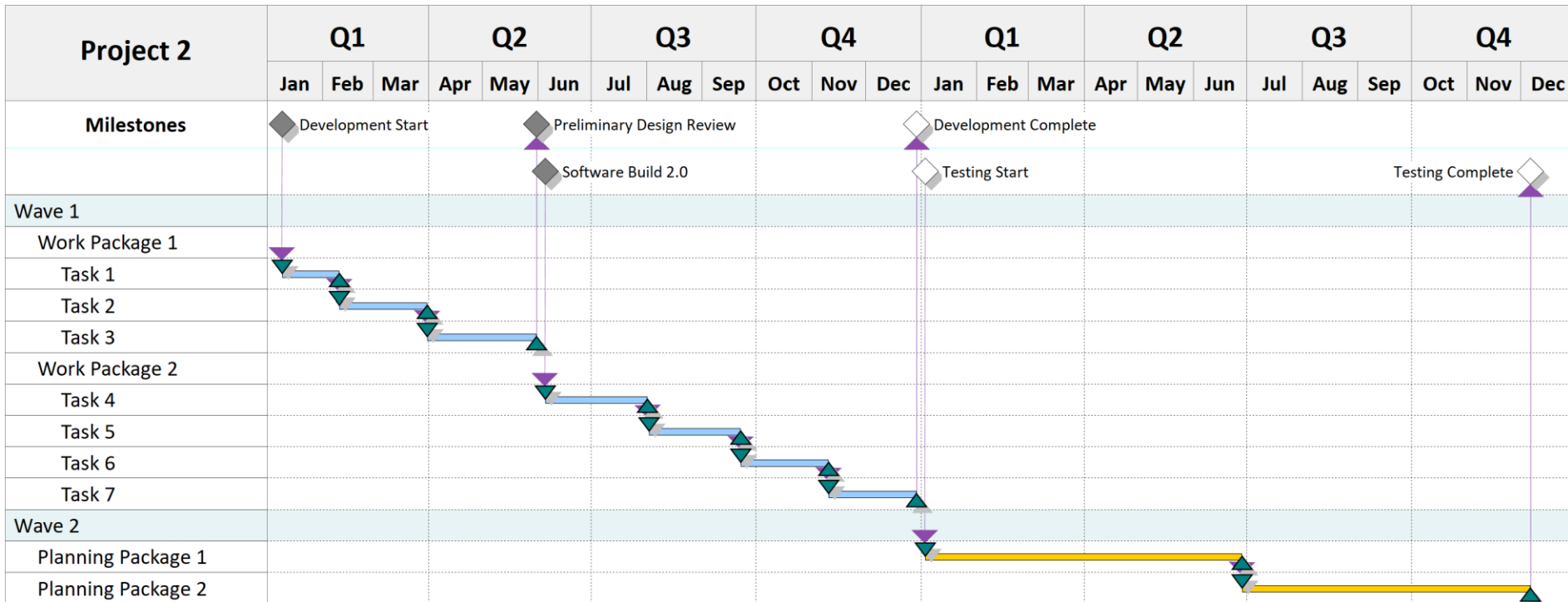
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- Milestone definition and review
- Integrated Master Plan (IMP) development
- Reverse planning session
- Detailed planning session
- Integrated Baseline Review
- Resource planning
- Earned Value Management
- Project reporting
- Project management
- Risk analysis
- Risk integration
- Level 0 Master Phasing Schedule

Tools We Use

- Primavera P6
- Deltek Open Plan
- Microsoft Project
- Calligra Plan
- JIRA
- Milestone Pro
- Microsoft Visio
- Microsoft Power BI

Waterfall Methodology

Project 1	Q1			Q2			Q3			Q4		
	January	February	March	April	May	June	July	August	September	October	November	December
Milestones		◆ Development Start							◆ Development Complete			
Task 1												
Task 2												
Task 3												
Task 4												

- All tasks are detailed planned

- Finish-to-Start logic

- Resources may be added for greater insight

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Rolling Wave Methodology

Project 2	Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Milestones	◆ Development Start			◆ Preliminary Design Review								◇ Development Complete												
				◆ Software Build 2.0								◇ Testing Start											Testing Complete ◇	
Wave 1																								
Work Package 1																								
Task 1																								
Task 2																								
Task 3																								
Work Package 2																								
Task 4																								
Task 5																								
Task 6																								
Task 7																								
Wave 2																								
Planning Package 1																								
Planning Package 2																								

- Current tasks are detailed planned
- Future wave tasks are high-level planning packages

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Agile Methodology

Project 2	Q1			Q2		
	January	**February**	**March**	**April**	**May**	**June**
Milestones	Sprint 1 Start		Sprint 1 Complete	Sprint 2 Start	Sprint 2 Complete	
Sprint 1						
Feature Epic						
Story 1						
Story 2						
Story 3						
Test Epic						
Feature 1 Test						
Feature 2 Test						
Feature 3 Test						
Sprint 2						
Feature Epic						
Story 4						
Story 5						
Story 6						
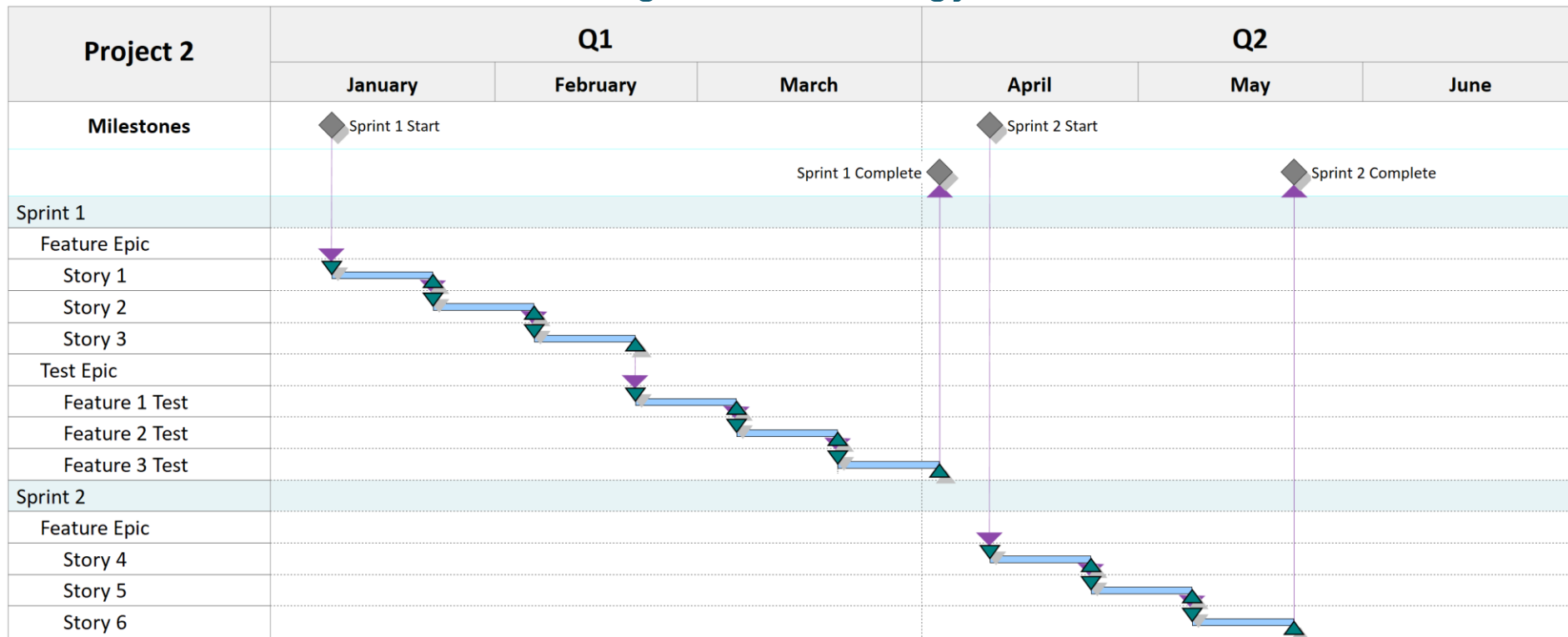
- Work is planned in an iterative approach called Sprints
- User stories (unit of work) describes the end goal

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Milestones Definition and Review

- Ensures that your milestones are well defined

- Milestones support the Statement of Work

- Each milestone is tied to a deliverable or payment

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Planning Sessions

- **Reverse planning session**
  - Establish the basic framework for the entire project
  - Collaborate with the team leads to create an IMP (Integrated Master Plan)
  - Creation of a Master Phasing Schedule showcasing the effort timeline visually

- **Detailed planning session**
  - Collaborate with each resource team to break-down actives into manageable tasks
  - Add task durations
  - Add task logic

- **Schedule validation session**
  - Review the critical path
  - Review the major driving paths
  - Validate the PMB (Performance Measurement Baseline)

Resource Planning (Optional)

- Create a RAM (Responsibility Assignment Matrix)

- Assign each task with resource codes

- Enter the budget for each task (planned hours)

  - Assign a resource spread type (resource leveling)

    - Front-load labor resources and taper-off

    - Front-load labor resources and drop-off at the end

    - Level amount of labor resources throughout the project

    - Ramp-up your labor resources, then ramp-down

    - Ramp-up the labor resources, then drop-off at the end

- Create labor reports to ensure you have the staff necessary for the plan

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Earned Value (Optional)

- Establish EV fields in the schedule
  - Network/Activity Codes
  - EV Type (Auto Weighted Milestone, Reporting Level)
  - EV Method (0-100, 50-50, Percent Complete, Milestone Percent Complete)
  - EV Percent Complete
  - Activity Class (Control Account, Work Package, Planning Package)
- Create custom views for EV reporting
- Establish templates for Format 1 through 6 reports
- DCMA 14-Point analysis

Project Execution and Reporting (Optional)

- Establish a cadence calendar (weekly, monthly, quarterly)
  - Send the CAM's/IPT Leads status sheets
  - Facilitate live status sessions to update the schedule
  - Scrub the schedule for issues IE: out of sequence tasks, late to start tasks
  - Create and distribute regular interval reports with the latest information
- Provide schedule analysis information to the program
  - Upcoming tasks to start & late to start tasks
  - Tasks that are in progress, beyond the original timeline (fail to close)
  - Identification of tasks with a potential budget overrun
  - Planning packages that are near-term (look to convert)
- Assistance with baseline change requests

Project Management Services (Optional)

- Corporation Associates provides a full-time Project Manager (contract position)
- Leads the project from inception to completion
  - Manages time, risk, budget, resources, material, and deliverables
  - Provides comprehensive reports
    - Project status, financials, resources, milestone targets
- Follows standard project management practices
  - Applies corrective actions as necessary
  - Manages change requests
  - Ensures project deliverables are met
  - Provides the team with regular forecasts
  - Controlling cost/manages budget
  - Initiates baseline change requests

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Questions / Quotes

Please call the Advisory Group toll-free at:

**(833) To-Advise
(833) 862-3847**

Send us a message at:

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