

Project Planning Services

Corporation Associates Advisory Group, Inc.

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
 - Know what manufacturing is taking place and when
 - Know what equipment is needed and when

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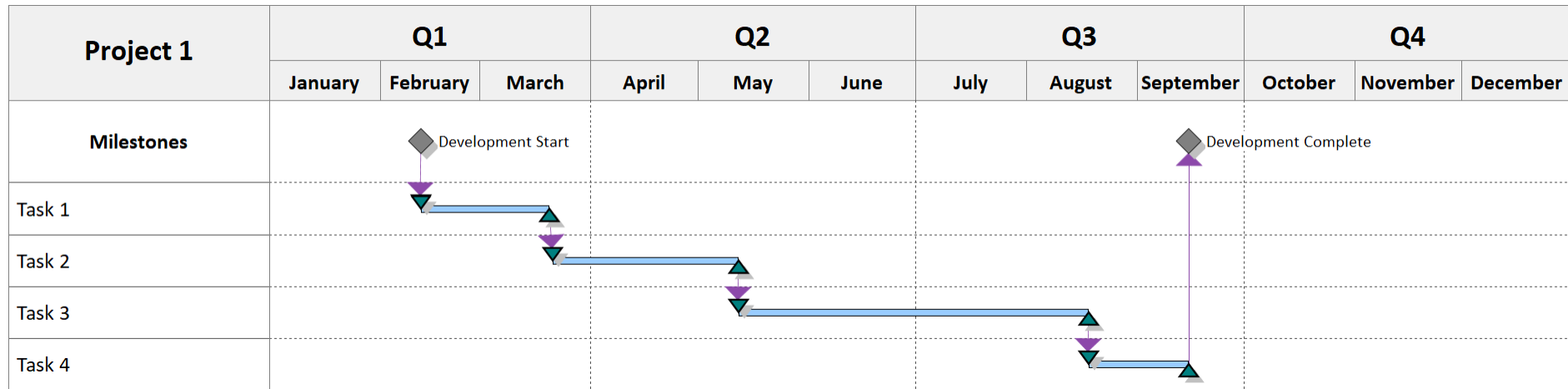
Corporation Associates Planning Services

- 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

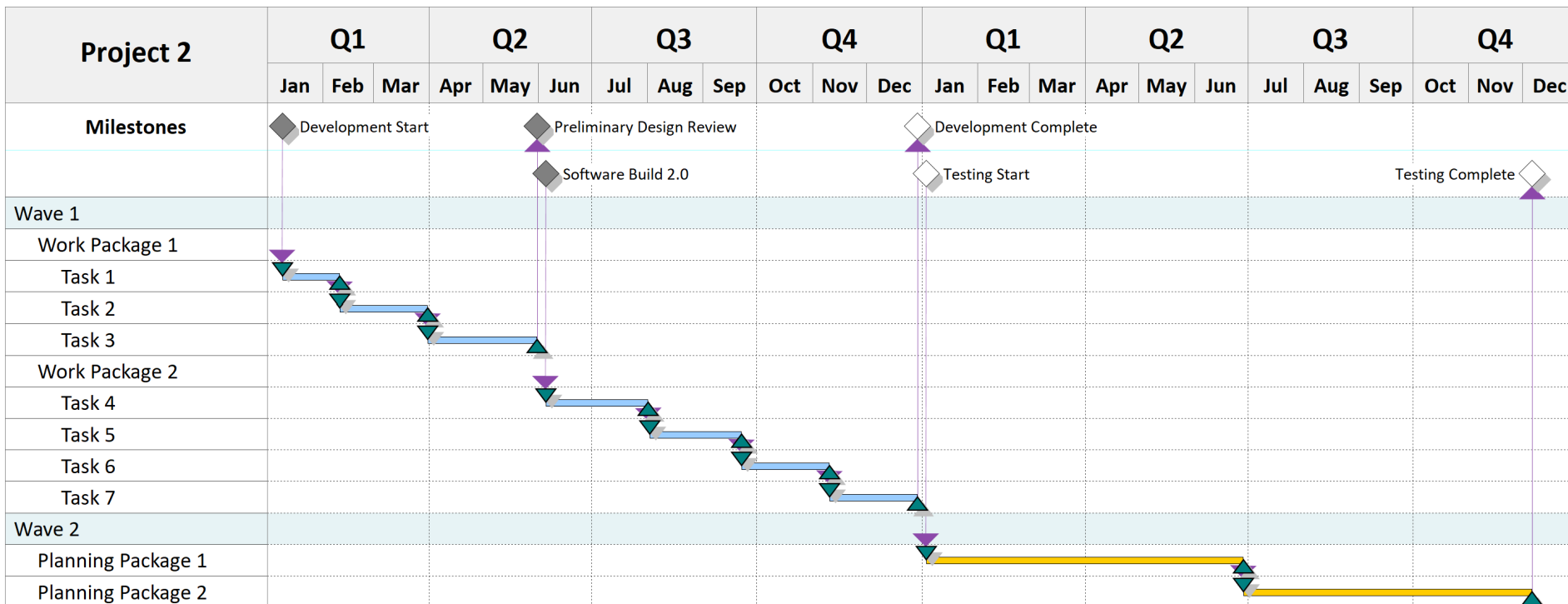
- Primavera P6
- Deltek Open Plan
- Microsoft Project
- Calligra Plan
- JIRA
- Milestone Pro
- Microsoft Visio
- Microsoft Power BI

Waterfall Methodology



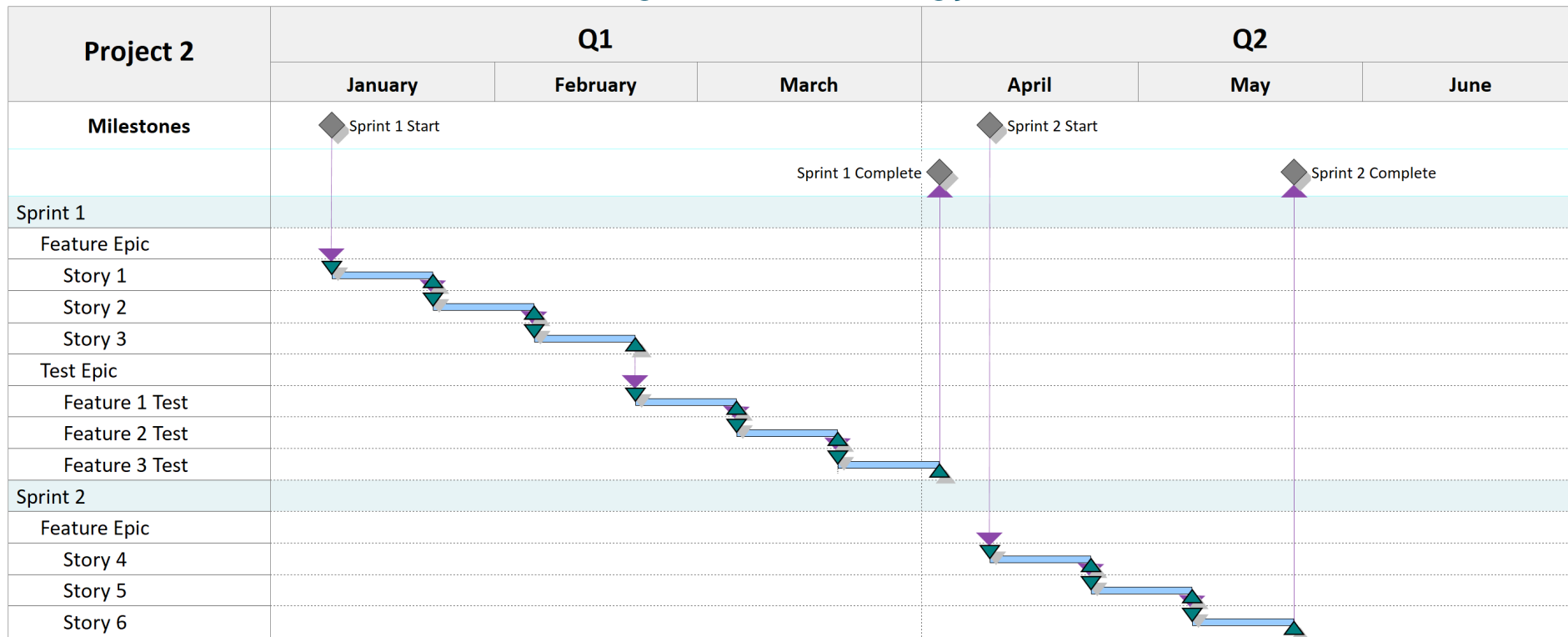
- All tasks are detailed planned
 - Finish-to-Start logic
- Resources may be added for greater insight

Rolling Wave Methodology



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

Agile Methodology



- Work is planned in an iterative approach called Sprints
- User stories (unit of work) describes the end goal

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

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 activities 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

- 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

Earned Value

- 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

- 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

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Project Management Services

- 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

Financial Capture and Analysis

- Basic analysis for a reporting period
 - Cost Variance
 - Schedule Variance
- Earned Value efficiency indicators
 - Cost Performance Index (CPI)
 - Schedule Performance Index (SPI)
 - Estimate at Completion (EAC)
 - Variance at Completion (VAR)
 - Earned Schedule Variance (ESV)
 - Project Performance Index (PPI)
 - To-Complete Performance Index (TCPI)

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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:

www.camail.one