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*Driving growth by
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Project Planning Process (in 4 Iterative Steps)

Define the Scope (WHY)

- What is the goal of the project?
 - Is it significant enough? Is it an important standalone achievement?

Develop an Initial Work Breakdown Structure (WHAT)

- What are the major steps/milestones?
 - Are the endpoints measurable (easily accessible by others)?
 - Can it be broken down into smaller steps?
- What are the major assumptions?
- How long will each step take? What resources will be required (people, equipment, materials)?

Develop Contingency Plans (RISK)

- What could go wrong? Where are the risks?
- What could take longer?
- Is there an alternate plan?
- Is there an alternate plan or scope with 1/2 the resources (time, people, money)?

Redevelop the Plan(s) with the Addition of Resource Constraints (WHEN, WHO, HOW MUCH)

- Is there a robust plan with associated contingencies?
- What resources are required for each step?
- What are the dependencies of each step?
- What are the costs of each step?
- Has some overall slack (time and money) been built into the plans?
- Is this achievable? How tight is the plan (It should be too tight)?
- What are the major assumptions?

- What are the major risks?
 - How can they be mitigated?
- What is the critical path/chain?
 - Which steps need to be closely monitored as a result?

PROCESS:

Iterate through the steps and questions, listing the results on post-its that can be assembled like a Gantt chart on the wall. Additional thoughts and ideas can be posted in a “Parking Lot.” Ensure that all assumptions and follow-on questions/unknowns are also listed.

Photograph the final Plan/WBS and the associated issues and then transcribe them for distribution, review, comment and execution.