

Planning Process Questions

Planning is coordinating work and resources with the schedule while preparing for the unexpected

Assign Responsibility

- Who has resources for this work package?
- Who has knowledge, skills, and experience?
- Whose commitment is needed?

Sequence Deliverables

- In what order must work packages be completed?
- What knowledge, experience, templates, or historical information exists?
- How much elapsed time will each work package take given the type and availability of resources?

Schedule Deliverables

- What assumptions are being made about working time, resource availability, or other constraints?
- When should work packages start and finish in calendar time?

Schedule Resources

- Are resources available when needed?
- Does the schedule need to be adjusted?

Protect the Plan

- Where is time, cost, performance most at risk? (Where are there significant opportunities to impact time, cost, and performance?)
- What could go wrong (better than expected) with this work package?
- What is the likelihood of this potential problem (opportunity) occurring?
- What will be the impact (benefit) of this potential problem (opportunity)?
- What could cause this potential problem (opportunity)?
- How can we keep this likely cause from happening? (How can we ensure this likely cause will happen?)
- What will we do if this happens? How can we minimize (maximize) the impact (benefit)? What actions can we take to recover (respond) quickly, cheaply, completely?
- How will we know the potential problem (opportunity) has occurred? What or who will activate each contingent (capitalizing) action?