



## Project planning - immersion model

Project planning is a very important element of delivering successful projects. A project without an adequate plan has little hope of success, but likewise an over-engineered or unrealistic plan without sufficient flexibility is a fast track to failure.

Some strong contributors to planning problems include; poor assumptions, lack of engagement, inaccurate estimations of time, unrealistic scheduling assumptions and lack of levelling, key elements missed out altogether, lack of responsibility and accountability.

The planning immersion model is delivered by very experienced planners and follows a proven framework that ensures all the critical factors are addressed.

Key benefits include:

1. A plan that is fully owned and representative of the key players
2. Sub plans to cover testing, quality, implementation
3. Work package documents ready for detail to be added
4. All the important concerns dealt with including risks, assumptions, , gateways etc
5. A schedule with tolerances and agreed slack and contingency
6. Shorter time to market
7. Engaged suppliers and project managers
8. A plan that is neither over-engineered, nor lacking detail
9. Hand-over to the appointed Project managers

## Project Planning Roadmap

**Purpose:** Create the initial project plan sufficient to set deadlines and milestones, reaffirm estimates and get a satisfactory view of the resource implications.

**Format:** A series of two or more workshops involving everyone who has a part to play in delivering the project and has potential to impact on cost, duration or scope plus a number of one to one meeting with individual contributors to test estimates and assumptions and join the dots. There is always a short period of review by all contributors before final sign off by everyone.

### Inputs:

- Business requirements
- Business case

### Outcomes:

The team will have joint ownership of a plan that they built together and have confidence in and understand the tolerances and stretches of.

Transfer of planning skills to key people.

### Outputs:

1. A detailed plan with sub plans for testing quality and implementation.
2. A high level schedule and gantt with built in slack
3. A work breakdown structure with high level workpackage documents related to the schedule

**Duration and effort:** Three day's work over 7 to 14 days.

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