Government CAMPUS

Project planning

Dwight D. Eisenhower famously once said 'in preparing for battle, I have always found that plans are useless but planning is indispensable.' Whether at home or at work, it is the act of planning something which tends to prove most valuable. It forces us to evaluate the constraints of time, resources, costs and quality. The Civil Service is no different in terms of how we go about delivering projects. The resulting project plan is more than just a schedule of activities though. It is a living, breathing document which communicates everything of relevance to a project. Getting it right is therefore crucially important.

Description

This topic will show you how best to plan your projects in order for them to be proactively managed, delivered and evaluated. That starts with understanding the importance of a project plan and the role it has to play. You'll be introduced to the tools available to help you create an effective plan and taken through the most important considerations of the planning process. These include giving the planning time it deserves, learning from previous projects, fully involving the appropriate stakeholders and building in sufficient flexibility.

The value of strong communication and relationships will be stressed throughout this topic. You'll therefore discover how the plan is an important communication tool as a project develops. This means thinking about the various pieces of information that different interested parties will want to be able to see.

What does it involve?

This is an online topic, involving just over an hour of online tutorials, videos and a quiz. This will introduce you to the core concepts and principles of project planning, as well as debunking a few myths along the way. You'll be introduced to a typical project plan and shown how it can best be used. You'll also have the chance to show how you would amend that plan in light of various circumstances which could affect the project. Afterwards, you'll be given the opportunity to create your own project plan for a hypothetical activity, complete with a communications plan, governance plan and schedule.

What's the outcome?

You'll be able to create an effective project plan by being aware of all the considerations and using the necessary tools. By learning to use the project plan as a live document, updated regularly through the project lifecycle, you'll be able to exert greater control over the projects you are involved with.

Learning activities

Online resources

Online tutorial

Estimated learning time:
1 hour 30 minutes

How to book

learn.civilservice.gov.uk

0203 640 7985
support@governmentcampus.co.uk

Price band: Free