

Building Your First Work Plan

A Work Plan

List of itemized tasks

List of individual responsibilities

Includes a time element

Includes a deliverables/outcome element

Step One:

List every major objective

then

Add the individual steps that must be completed

Your first time, everything you do is a task

Step Two:

For every task ... List who is responsible:

List by team

List by person

Step Three:

For every task ... List the deliverable:
How do you know a task is completed?
Where does completed work go?

Step Four:

For every task ... List the amount of time required from start to finish

Common Time Measurements

a day
a week
a month
by quarter
by year

the best measurement depends
on the total project duration

Budgeting your Time

A short-term project:

A 40 hour week

5% = 2 hours

10% = 4 hours

20% = 8 hours

etc.

Budgeting your Time

A year-long project:

40 hours per week x 50 weeks = 2000 hours

5%= 100 hours total (2 1/2 wk)

10%= 200 hours (5 weeks)

20%= 800 hours (20 weeks)

etc.

Time ??

What if I don't know how long something should take?

How many dependents does it have?

How complex is it?

How many staff know about it?

Is it something that has been done before somewhere else?

Ways to Build a Work Plan

Simple Word Document

Excel Spreadsheet

Tree Chart

Network Logic Chart

Gantt Chart

Ways to Improve Your Work Plan

Color code types of work

Create modules

Identify dependancies

Decision-Making: By color coding types of work
you can assign supervisory responsibility

Work Plan in Practice

All Project Responsibility: PM, PI, and Director

Administrative Tasks: Project Manager

Technical Tasks: Lead Programmer

Website Tasks: Web Developer

Content Tasks: PI

Financial Tasks: Business Manager

Work Plan Changes

You can't control everything

You can't control external factors

You can't control personalities

Scope Change

Requirement of project change

Design element change

Technology change

Change in mission/business

Change in skills

Baseline Change

Project specifications

Financial cost changes

Resource changes

Partner changes

Changes in discipline/field

When is Change Needed?

- When you aren't meeting deliverables
- When your team isn't working well together
- When you have new, or a change in, partners
- When resources disappear
- When funders or stakeholders request change
- When your PI isn't doing their job

When is Change Allowed?

When it doesn't cost you:

additional money

additional time

additional deliverables

UNLESS

By Making the Change:

You deliver a better product

You can increase the impact

You are better positioned for the
next phase of the project

HOWEVER

Scope Creep

When new partners come to the project

When PIs get excited

When projects get press

When your staff changes

Regular Scope Assessments

Does our current scope
accomplish our primary goals?

Are the core stakeholders pleased?

Is the project team enjoying its work?

When a Project Becomes Painful

Identify the quickest route to completion

Remove all extraneous meetings/work

Be upfront about what isn't working
in the work plan

Changing Project Scope

All team meeting to discuss changes
and potential effects

Memorandum of change:
Update project work plan
Update project responsibilities

Notification of stakeholders

Common Errors in Work Plans

Too broad

Too specific (changes constantly)