

Top Ten Project Planning Tools

Detailed Project Definition Tools

Scope	<i>Work Breakdown Structure (WBS)</i> The bottom tier of your WBS is a formal statement of your scope.
Deliverables	<i>Specification Sheet</i> Set out full details of the acceptable specifications for each of your deliverables.
Time	<i>Milestone Chart or Table</i> Milestones are the simplest yet most powerful way of representing your project schedule.
Budget	<i>Cost Breakdown Structure (CBS)</i> Once you have created your WBS, adding a cost to each element at the bottom tier will give you your budget, and adding up each cluster will give you your budget heads.
Quality	<i>Quality Plan</i> Set out how you will manage delivery of your products/deliverables to right quality standards. May include your: <ul style="list-style-type: none">• Quality Design (QD) Process• Quality Assurance (QA) Process• Quality Control (QC) Process

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Implementation Process Tools

Schedule	<p><i>Gantt Chart</i> The standard tool for planning, communicating, and monitoring activities against time. Some project managers prefer to use a Network Chart. The two are interchangeable and show the same information. Most prefer the Gantt Chart format.</p>
Resourcing	<p><i>Organization Breakdown Structure (OBS)</i> Once you have created your WBS, adding the people or other resources to each activity gives you a simple resource plan, and allows you to allocate supervisory levels: Work Package Managers and Work Stream Leaders.</p> <p>Some Project Managers prefer a RACI Chart or a Linear Responsibility Chart. All three can accomplish the same task.</p>
Communications	<p><i>Stakeholder Communications Plan</i> This need be nothing more than a simple table showing stakeholders, the messages you need to communicate, the tools you plan to use, who will be responsible, and when you need to initiate each message.</p>
Governance	<p><i>Terms of Reference</i> Document the roles and responsibilities of all key project personnel – especially your sponsor, project board (or steering group), and project manager.</p>
Risk	<p><i>Risk Register</i> (or Risk Log) Keep a record of every risk you identify, your assessment of its impact and likelihood, and what you plan to do about it. Use your Risk register as both a part of your audit trail and a regular management tool. Record progress of risk remediation activities..</p>