

Project
Management
Series

CREATING QUALITY PLANS

Defining Criteria for Project Control

While the foundations of Project Management are repeatable, proven planning processes, one of the most disturbing facts from projects is that resulting project plans are often fatally flawed. Common problems include...

- Limited rigor used in creating the plans.
- Missing participants needed to insure an accurate plan.
- Unrealistic expectations that bias plan results.
- Milestones and targets that are not true indicators of project progress.

The result is that many project plans are not worth the paper and toner needed to print them. While iterative plans are required to represent new discoveries and project shifts, project plans should still provide a meaningful, stable statement of a project's tactical direction.

The *Tryon and Associates* **CREATING QUALITY PLANS** seminar explains how to create high-quality, defensible project plans using a Quality Plan component. The one day seminar examines how traditional work decomposition (WBS) can be modified to become a *deliverable* breakdown. The Quality Plan is then used to define meaningful *control points* that prove project progress and establish the project is "in control."

Learning Objectives

The specific goals and objectives for this seminar are to provide each attendee with an understanding of...

- How to create a meaningful Base Project Plan for the total project.
- How to decompose project deliverables and outcomes to create control points that accurately indicate progress.
- How to create a Quality Plan that makes the control points recognizable and provable.
- The general techniques needed to complete the project plan and calculate completion dates.
- The general techniques needed to control and assess project status.

The seminar relies on workshops and a case study to illustrate the concepts presented.

Audience

As this course deals with the more technique specific components of the Project Management discipline, it is intended for anyone who will actually participate in the creation of the Project Plan and then evaluate performance against it. This typically includes project managers, project team members, product planners, operations specialists, industrial engineers, software engineers, and technology specialists. Various levels of management may also find this session useful if they wish to understand the Project Management processes that will be used by the project teams.

Prerequisites

When possible, attendees of this seminar should first attend the **Managing Single-Time Efforts** course offered by *Tryon and Associates*. That session provides attendees with a valid context for the fundamental skills offered in this class.

Duration

Creating Quality Plans is presented over one day. Course length may be modified at a client's request by removing or emphasizing specific content.

Format

This seminar is divided between instructor-led lecture and team workshops. Consistent topic coverage is insured by the use of easy-to-follow seminar notes. The instructor introduces each topic adding illustrations, examples and analogies to explain the material. Seminar attendees are encouraged to add their observations or ask questions at any time. Topics are examined using enjoyable workshop exercises where attendees may experience the dynamics and processes for using a technique. Results are then evaluated by the instructor and other attendees.

Materials

Each attendee receives a full set of presentation materials and workshop answers used by the instructor during the seminar. They will also receive examples, templates and common processes that are identified during the course. A comprehensive bibliography is provided of all books and reference materials noted during the seminar.

PMBOK Compatibility

The topics discussed in the material relate directly to one or more knowledge areas of the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK). While the course does not teach the PMBOK specifically, that material is referenced and suggested as a resource to all attendees.

SEI/CMM Compatibility

This seminar is useful for organizations seeking Capability Maturity Model (CMM) Level 2 and Level 3 certification from the Software Engineering Institute (SEI). This seminar specifically addresses the needs of Project Planning and Project Tracking identified by SEI for software development projects.

Author

Creating Quality Plans was written by Charles A. Tryon, founder of *Tryon and Associates*. This seminar was created based on Mr. Tryon's experience as a Project Manager in the Information Technology industry and as a project consultant and seminar leader.

Scheduling and Pricing

This seminar is typically scheduled on-site for a specific client. Please review the general scheduling and pricing policies. A complete price quote will be provided on request. On occasion, this seminar is offered on a public basis. Contact ***Tryon and Associates*** for more information about scheduling or attending this seminar.

Contact Information

Additional information on this and other ***Tryon and Associates*** seminars may be obtained by calling (918) 625-8258. Seminar descriptions and other helpful information are available at www.TryonAssoc.com.

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