



## Project Planning and Scope Development

**NE Project Management Consultants** is an excellent choice for companies or organizations needing either specialized consulting services or direct project management assistance. **NEPMC's** certified Project Management Professionals (PMPs) have extensive knowledge of the Project Management Institute's processes and procedures. These processes and procedures are globally recognized as "best practices" and are independent of any specific application area or industry focus. **NEPMC** combines this knowledge with over 30 years of engineering and project experience to bring the appropriate level of discipline and Project Management processes to bear based on the needs of your organization and project. This experience ranges from multi-million dollar projects to local volunteer efforts, and covers a wide assortment of industries and technologies, from enterprise related projects to design and development projects within the aerospace industry. This diverse background allows **NEPMC** to provide Project Management services on just about any project, independent of the industry or technology.

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*Planning – the Number One Critical Factor in Project Success.*

**NEPMC** understands the most critical element of the project management process is project planning and that failure to adequately plan the project can cause significant problems later in the project lifecycle. Equally important is the definition of the scope of the project and a thorough understanding of the objectives and goals the project is intended to satisfy. Planning and scope

development are provided as a combined service due to the iterative nature of the definition and planning process.

Inadequate performance in these areas can cause many problems such as:

- Scope Uncertainty
- Poor Estimates
- Unforeseen Risks
- Unnecessary Costs
- Cost Overruns
- Late Deliveries
- Poor Quality
- Resource Overload
- Unsatisfied Requirements
- Poor Morale and Employee Turnover

***Inadequate planning can ultimately cause a failed or canceled project, dissatisfied customers and loss of repeat business.***

**NEPMC** can help with all aspects of the planning process including: the development of the Project Management Plan; scope planning and definition; WBS creation; activity definition, sequencing and estimating; cost estimating and budgeting; schedule development; quality planning; resources planning; communications planning; planning purchases and acquisitions; and risk management planning, identification, and analysis. The extent to which these items are addressed, and the sophistication and formality of the process, is a function of the characteristics of the organization and of the specific project. The methodology will always be scaled taking into account the size and complexity of the project.

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- **Management Plan Development** - Establish the criteria for developing and controlling the project schedule, resources, and costs.



- **Scope Planning and Definition** - Develop and document how the scope of the project will be defined, verified and, equally as important, controlled. Analyze alternatives and then decompose the major deliverables into those items that are consistent with meeting the requirements as well as the expectations of ALL the stake-holders without adding unnecessary cost and schedule.

*A detailed Scope Definition is critical to meeting requirements, satisfying customer expectations and preventing "scope-creep".*

*As recognized experts in Project Communications, NEPMC will work with your Project Managers to develop communication plans to effectively deliver information to your stakeholders in a timely and efficient manner.*

- **Communications Planning** – Communications is key to the successful implementation of any project. This is not just referring to the generation and dissemination of project status reports but to determining the information and communication needs of ALL the project stakeholders and managing their expectations throughout the execution of the project. This is the only way to avoid the "surprises" caused by differing expectations. Although the sophistication and formality may vary widely based on project size and complexity, stakeholder informational needs should be analyzed and an efficient mechanism to satisfy those needs established during the planning process.
- **WBS Creation** - Decompose the major project deliverables and work into smaller elements capable of being defined, estimated and, most importantly, managed. The WBS provides the foundation for defining the work and establishes the structure that will be used to manage the project. It provides the mechanism to ensure that the project includes all the work necessary to complete the objectives, and equally important, that it includes no unnecessary work. Since it is the basis for estimating and planning the project, it is therefore critical in providing an accurate baseline against which performance can be measured. It is also instrumental in conveying information about the scope of the project to stakeholders and thereby allowing their expectations to be properly managed.
- **Activity Definition, Sequencing and Estimating** - Identify and estimate the activities and their dependencies necessary to achieve the required project deliverables and satisfy the defined scope of the project.
- **Cost Estimating and Budgeting** - Determine the cost of the resources to complete all scheduled activities. Consideration will be given to all identified risks and any necessary contingencies. **NEPMC** will also consider life-cycle costing and the impact of project decisions on the cost of using, maintaining, and supporting the product or service.
- **Schedule Development** - Using various analysis techniques, methods and models, develop a realistic and achievable schedule.
- **Quality Planning** - Identify which quality standards are relevant to the project and determine how to satisfy them.
- **Resource Planning** - Identify and document the project roles, responsibilities and reporting relationships necessary for proper communications and project success.
- **Planning Purchases and Acquisitions** – Analyze alternatives and determine what to purchase or acquire, including when and how.
- **Risk Planning, Identification and Analysis** - Develop an approach to risk that meets the organization's requirements while taking into account the organization's risk tolerance. Decide how to approach, plan and execute the risk management activities for the project including risk identification, qualitative and quantitative analysis and response planning. Although this process is started as part of the planning process, it continues throughout the execution of the project.

*The uniqueness of projects makes them susceptible to both internal and external uncertainties. NEPMC helps you to predict these uncertainties, manage and plan your activities accordingly, and have the best chance for success despite them.*