

# Project Planning

O	D	A	E	G	L	E	A	R	E	M	I	T
N	N	E	D	E	L	A	C	S	C	Z	D	D
H	O	C	F	X	C	R	T	M	S	M	E	D
L	I	O	Q	I	T	C	J	H	E	F	S	E
T	T	L	T	R	N	U	M	E	B	F	I	A
T	A	L	P	R	G	I	T	X	T	L	G	D
O	M	E	W	Z	V	I	N	D	P	V	N	L
D	O	C	E	S	N	W	Q	G	D	B	I	I
R	F	T	R	G	Y	E	E	Z	H	H	N	N
M	N	N	F	A	L	D	Z	I	D	V	G	E
L	I	D	V	I	N	T	D	R	V	R	N	S
P	L	A	N	N	I	N	G	A	D	E	L	B
G	M	F	X	C	M	S	B	D	J	V	R	W

**Defining  
Planning  
Designing  
Collect  
Information  
Review  
Meetings  
Deadlines  
Time  
Scale**

# Unit 17: Project Planning with IT

Project Resources (P2)

# Grading Criteria Covered

- Explain the resources available to support the project manager - P2

# Objectives

- Examine the resources that may be needed for a project:-
  - Information
  - People
  - Equipment
  - Finance

# Information

- Very few ICT projects could exist without information. Some of the information that a project needs may already exist in other systems.
- In this case, a project will need to build feeds from these systems.
- Often a project will need to capture new information or add to or update existing information. A project will need to include functions to do this.
- Finally, a project may need to supply information to other existing systems.

**Collecting  
information**

# Information - Activity (1)

- Explain what is involved in the following information gathering techniques:
  - Interviews, Questionnaires, Data Analysis, Meetings, Document Analysis and Observations
- Use the document provided on the VLE (P2) - "Project Management Resources - Information"

**Collecting  
information**

# People

In a project, there are a number of different ICT skills that contribute towards success. In a small project, one person may possess all these skills. In a larger business project, each of these skills is likely to come from a different specialist. These may include:

- Systems analyst - they talk to the customer and users about their needs and then produce the specification of *what* the system should do
- Product developers - either a general term for people who work in ICT or more specifically people who turn the specification into a detailed design for the programmer on *how* to build the project
- Programmers - the people who write the code.

Defining and  
producing  
specification

# People - Activity (2)

- Explain what function each of the following job roles perform and why they are important to a project
  - Project Manager, Analyst, Designer, Programmer/Developer, Tester and Documenter
- Use the document provided on the VLE (P2) - "Project Management Resources -People"



# How does this affect your project?

- In your project plan you need to identify the resources you need to complete each task
- Some of these resources may be people, such as your client or Me (Your Project Supervisor)
- Putting resources against your tasks within Microsoft Project will help you achieve P5

# Equipment and facilities

- Most ICT projects need equipment, such as hardware and software.
- The developer needs it to build the project.
- The users need it to run the project.
- Sometimes the equipment is already in place.
- Otherwise you must decide on the equipment needs of a project. You must order it and install it early enough in the plan so as not to delay the project. If the equipment is specialised, your plan must allow for designing and building it.

Defining and  
producing  
specification

# How does this affect your project?

- In your project plan you need to identify the resources you need to complete each task
- Some of these resources may be equipment, such as Word, Paint, Python, Visual Basic, Visio, Photoshop
- Putting this equipment resources against those tasks that require this equipment within Microsoft Project will help you achieve P5

# Finance

- In a student project, you may not need to worry about money as a resource.
- However, in a business project, all the resources have costs. Management expect the project manager to keep the overall costs within the budget. You have to pay to buy or capture information that your project needs. The people on your project will need to be paid. You may have to buy new hardware and software.

# Resources Activity (3)

- Explain why the following resources are important and necessary for successful projects?
  - Information
  - People
  - Equipment
  - Finance
- Use the document provided on the VLE (P2) - "Project Management Resources -Activity"

# Task (P2)

- Produce a report to explain what resources are available to support the project manager. The resources should be taken from the following sections (from the unit content):-
  - Resources:
    - Information (where does it come from? how is it collected?)
    - People (expertise and responsibilities) e.g. project managers, product developers, programmers, systems analysts (what role does each person play in the project?)
    - Equipment or facilities e.g. software, hardware
    - Finance