



# **SUCCESSFULL GRANT AND PROJECT MANAGEMENT**

**2024 SWTTAP SUMMIT, TWIN ARROWS, FLAGSTAFF, AZ  
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# WHAT IS IT?



A project management plan is a document showing how a project will be executed and monitored. All things like resources, budget, schedule, etc., are mentioned in the plan, which helps the stakeholders understand the project's goals and deliverables. This project management plan also ensures that a project is completed within the budget and on time.



The primary purpose of creating a project management plan is to define how the project will be managed and delivered. It outlines the project and how it will be completed while meeting the required quality standards.



# PMP COMPONENTS

- Project scope
- Project schedule
- Project budget
- Project risks
- Quality management plan
- Communications management plan
- Resource management plan
- Project changes



# PROJECT SCOPE

The scope is quite an important section in the plan as it defines the project's objectives and tells the project managers what is included. By defining the project's scope, the project managers can stop the project from drifting away from the project's original objectives.

The project scope must clearly define the project's deliverables and any constraints that can impact the project. It would be best to define the project's scope at the start, as it can help the project stay on track and within budget.

# PROJECT SCHEDULE

This section provides the project's timeline, like when the project will start and when it will be completed. This section should be detailed as you want to clearly understand the tasks and activities that must be completed within the given timeframe.

However, the project schedule should be flexible, allowing the project managers to adjust according to the projects' needs. Keep in mind that the project schedule should be reviewed regularly as you want to ensure that the project stays on track.

# PROJECT BUDGET

This section describes the resources needed for the project, such as personnel, materials, and equipment. It also includes a budget for each resource and any contingency resources required to address any unanticipated challenges that develop throughout the project.

The project budget must be managed effectively to make sure the project stays within the budget. It may involve evaluating the budget regularly, making necessary changes, and seeking extra funds.

# PROJECT RISKS

This part evaluates and analyzes potential risks to the project and offers a strategy for dealing with these risks. Adjustments in project scope, budget, timeline, and technical issues are all considered risks. Identifying risks early in the project can keep them from becoming serious concerns afterward.

A strategy for risk management should include risk-mitigation methods and emergency plans for dealing with them if they materialize.

# QUALITY MANAGEMENT PLAN

This section lists the quality standards that will be applied to ensure the project is completed to specified requirements. It may include information on how quality will be assessed and evaluated and who will ensure that quality requirements are met.

A quality management plan should include a procedure for detecting and correcting any issues that may influence project quality and a system for evaluating and monitoring project quality throughout its lifecycle.



# COMMUNICATIONS PLAN

This section describes how communication would be managed throughout the project, particularly who will be in charge of communication, what data will be provided, and how.

Effective communication is critical for the success of any project because it keeps all stakeholders and team members informed and up to speed on the project's status.

A communication plan should contain internal and external tactics and a mechanism for documenting and assessing critical information.

# RESOURCE MANAGEMENT PLAN

This section explains how the project team and other resources will be handled, including how team members will be recruited, trained, and assessed.

Proper resource management is crucial for project success because it assures that the project has the resources it needs to accomplish its goals and objectives. A resource management strategy should include techniques for successful resource allocation and utilization and a system for monitoring and assessing resource usage across the project.

# PROJECT CHANGES

This section describes how changes that are made will be handled, along with how changes will be evaluated and executed. Changes to the project can have a major impact on its scope, schedule, and budget, so it is essential to have an effective mechanism to manage them.

# THINGS TO KNOW...

- *Assess the Risk of Failure*
- *Identify Milestones for Success*
- *Select Key Talent for the Project*
- *Choose Tools for Planning and Execution*
- *Understand the Needs of the End Beneficiary*

# ASSESSING THE RISK OF FAILURE

Determining the potential consequences of a project not being completed successfully can guide the motivation of the execution team and the development of the project's value proposition. This perspective also highlights the importance of each stakeholder's role in the project.

# IDENTIFYING MILESTONES FOR SUCCESS

For a project to be successful, you have to define the specific goals that need to be achieved. To achieve it, you must select team members with the necessary expertise. Once the milestones have been identified, the required skills and expertise can be identified, followed by selecting team members who possess those skills.

# SELECTING KEY TALENT

It is important to gather expertise from the team members responsible for executing the plan. Identifying these stakeholders early on allows for their involvement and input throughout the planning process.

# CHOOSING TOOLS FOR PLANNING & EXECUTION

Charts, graphics, and reports will be necessary for recording and organizing information during the planning process. Tools like Canva for graphic design and project management software such as [monday.com](https://monday.com) or Wrike can be useful.



# UNDERSTANDING THE NEEDS OF THE END USERS

Knowing what the end-user or beneficiary of the project desires in the final deliverable is crucial for success. Listening to the user's needs and expectations for the project is important before beginning the planning process. This understanding can help create a project that will have a positive impact.

# DEFINE THE PROJECT OBJECTIVE

*An objective statement should contain four parts:*

*An outcome* – A statement of what is to be accomplished

*A time frame* – The expected completion date

*A measure* – Metrics that will measure success

*An action* – How will the objective be met

# BENEFITS OF A PROJECT MANAGEMENT PLAN

- A project management plan helps to ensure that the project is completed within time and budget by providing a clear roadmap for the project team to follow.
- A project management plan serves as a communication tool, providing stakeholders with a clear understanding of the project's objectives and deliverables.
- By involving stakeholders in the creation of the project management plan, you can increase buy-in and support for the project.
- A project management plan helps to identify and assess potential risks and provides a plan for mitigating these risks.
- A project management plan includes a quality management plan, which helps to ensure that the project meets the required quality standards.

