

PMO Community of Practice November 2019 Meeting Summary

Header (Required)

Title: Planning: Planning: When Have We Done Enough?

Brief description: Identify how to determine when enough planning has been done

Learning objectives: Understanding criteria to use when determining how much planning needs to be done, based on risk, urgency, project complexity, skill and experience

PDU Amount: 1 PDU

PDU Allocation: 1 Technical

Technical Domains: Business Analysis, Risk

Member Discussion Topic 11/12/19: Planning: When Have We Done Enough?

When is it enough; when is it too much?

- For Agile, when is there enough detail in the story?
- Impact of missing deadlines if we do not get out of planning phase

Levels of planning based on phase

- Concept planning at the start of the project
- Proper planning with more detail during project

Ethics

- Early consideration of ethical concerns, such as privacy and security
- Balance with other considerations, including development
- Incorporate after PoC

Levels of planning

- Detail planning for Phase 1 and Roadmap vision for phase 2 and beyond. Sometimes phase 2 is lower than other priorities, so best to plan when it is real.
- Planning level is based on audience. More general for sponsors and more detailed tasks for the team.

Risks and Urgency

- When taking big risks, expect big returns
- Urgent timeframes may result in lighter planning.
- Do a risk analysis of the plan. Include peer reviews of SOW and Technical Architecture

Process:

- Leverage planning templates
- Get critical skills – may engage contractors
- Different approaches in government vs private projects. Private contractor may be blamed by politicians, even if the contractor told the politician what to expect.



How do you know your level of planning is correct?

- If too little planning, you may miss steps that could delay project or add to costs. Too much time in planning left little time for execution, increasing the risk of failure.
- Phase 1: Plan just the deliverables for MVP
- Phases 2-3: Enhance planning based on criteria
- Plan the plan and define done for the plan

Next Meeting

Next meeting is Tuesday, December 10, 2019

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