Moovila Perfect Project Training

FUNDAMENTALS OF PROJECT PLANNING
-SUPPORTING PRESENTATION-

moovila

Building a Project

Creating your Perfect Project

- **Creating work breakdown structure**
  - Defining work packages

- **Estimating out the work with details:**
  - Durations
  - Dependencies
  - Work Estimates
  - Resource Types
  - Skills

- **Mapping dependencies to create workflow**

Scope → Work → Estimate → Dependencies → Resources → Schedule

Project Scope (Foundation)

Defines:

- Objectives
- Deliverables
- Boundaries (what's NOT included)
- Success criteria

Without scope clarity → timeline will be wrong.

Scope → Work → Estimate → Dependencies → Resources → Schedule

Work Breakdown Structure (WBS)

Breaks the project into:

- **High-level components or phases**
  - Discovery
  - Planning
  - Execution
  - Closing

- **Sub-phases/deliverables**
  - Backend development
  - Frontend development
  - Database setup
  - API integration

- **Work packages/Activities (lowest level)**
  - Develop user login API
  - Design Onboarding screen mockups
  - Write unit tests for payment module

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Work Package/Activity Definition

Once work packages are defined:
Break into executable activities

They should:
- Have a clear outcome
- Be assignable to one owner
- Have estimated time and cost
- Be trackable

Example:
- Work Package: "Develop Login Feature"
  - Activities:
    - Design authentication flow
    - Code backend logic
    - Build UI
    - Perform unit testing

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Effort & Duration Estimation

Estimate:

- **Work Estimate** (Effort/Budgeted hours to complete the work)
- **Duration** (days to complete the work estimate)
- **Resource Type/Role & Skills**

Example:
- Effort = 40 hours
- 1 full-time resource (8 hrs/day) = 5 days duration
- 50% allocation = 10 days duration
- 25% allocation=20 days duration (**Ratio: 2h:1d)**

Some organizations apply a focus factor:
- Planned hours per day = 6 instead of 8
- Effort = 40 hours
- 1 full-time resource (6 hrs/day) = 7 days duration
- 50% allocation = 14 days duration
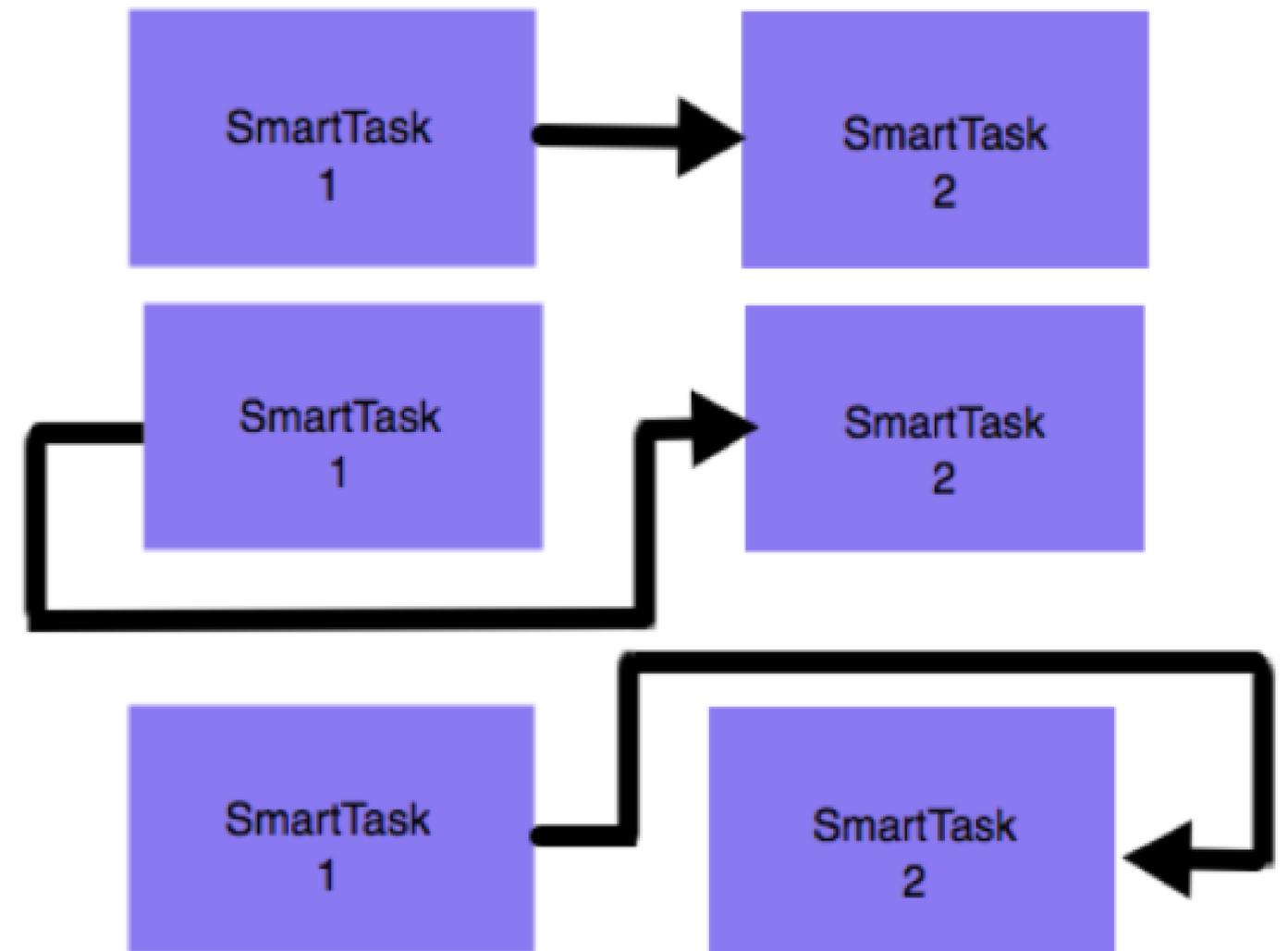- 25% allocation=27 days duration (**Ratio: 1.5h:1d)**

Compare against similar past tasks that have completed

Scope → Work → Estimate → Dependencies → Resources → Schedule

Sequencing (Dependencies)

Determine logical relationships:

- **Finish-to-Start (most common)**

- **Start-to-Start**

- **Finish-to-Finish**

- Start-to-Finish (rare)

Line by line evaluation:
What must happen before this can begin?
What can run in parallel?

This step transforms a task list into a network.

Scope › Work › Estimate › Dependencies › Resources › Schedule