

# Project Plan Instructions

## Sustainable Development – Project Management and Communication

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The Project Plan is the strategic plan for how you will organize and realize the project. By reading the Project Plan, a person outside the project should get a clear image of what you will deliver in your project and how you have planned to do this. The key is to be very clear, specific and concise.

This assignment connects to the following course objective:

*Plan, carry out and present a project work that applies theoretical knowledge and contributes to a sustainable development*

This assignment builds on the work that you've done during the Pre-Study and closely follows the guidelines set in the course book *The Handbook for Small Projects*, a useful source when writing the Project Plan.

### Instructions

- Read the instructions thoroughly.
- The paper should consist of around 8 pages (excluding appendices).
- Size: 12, Spacing: 1.5, Font: Times New Roman.
- Use headings and sub-headings for a clear and readable document
- Put your project name on the top of each page. For the title of the document, use your name plus 'Project Plan' (e.g. Bicycle Workshop - Project Plan).
- Submit your assignment online on studentportalen – you will find the link under “file area”, the deadline is **Monday March 17<sup>th</sup>, 23.59** (hand in on time – the possibility of handing in your assignment on studentportal will be shut after time of deadline).

Make sure to refer properly to sources. Use either footnotes, i.e. the Oxford system<sup>1</sup> or include the references in the text, i.e. the Harvard System; example: (Hornborg, 2001, p. 39). Support your arguments and basic facts with references.

### 1.0 Background (1-2 pages)

Use the background description you wrote in the Project Pre-Study, revise and expand on this to include the feedback from your class mates in the last seminar.

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<sup>1</sup> Example: Hornborg (2001), “The Thermodynamics of Imperialism: Towards an Ecological Theory of Unequal Exchange”, in *The Power of the Machine*, p. 39.

## 2.0 The Project's Arena (maximum 2 pages)

Again, use your Pre-Study and the feedback as the basis for this section. Include any new ideas and directions for the project.

### 2.1 Desired end effects

Explain what changes you want to see in the long run as a result of your project. Try to explain using system thinking, and be as S.M.A.R.T (specific, measurable, accepted, realistic and time-framed) as possible. Include your desired end effects for the long-long run, intermediate time horizon as well as right after the end of the course.

### 2.2 Project Goals

The project goals can be defined into three categories: main goal, sub targets and exclusions. The main goal should be possible to explain in one or two sentences, e.g. "I will produce a movie about consumption patterns".

How do your Project Goals make it possible for the End Effects to be achieved?

The sub targets help make your goals S.M.A.R.T (specific, measurable, accepted, realistic and time-framed), i.e. you should specify the content more in detail, preferably in a bullet list. If there are certain elements of your project that you will not do as a part of this project course you should describe these exclusions here.

#### Project Goals

- Main goal
- Sub targets (if needed)
- Exclusions (if needed)

#### Allocated limits

- Time limit (calendar time)
- Limit for working hours and other resources
- Cost-limit (financial resources, if needed)

### 2.3 Project Focus Triangle

Draw a triangle with the corners "Quality", "Resources" (working hours), and "Time" (calendar time) (similar to the one on page 13 in the Handbook for Small Projects). In your project group you discuss where your focus will be in case something unexpected occurs. When you have agreed on a focus, put your mark there.

### 2.4 Stakeholders and Target Group(s)

Name key stakeholders/actors and their roles and influence. Define the specific group(s) you want to target in your project and explain why they are important. Where do they fit in with the Anatomy of Cultural Change according to AtKisson.

### 3.0 Project organization

Project members and other resources connected to the project (such as reference network) should be mentioned here. Name, address, responsibilities, etc.

### 4.0 Project Model

The group can decide whether to represent their Project Model on the template provided or using the Gantt chart option in the software *Open Project* or *2-Plan* both available for free online, either way the Project Model should be clear and easy to follow.

#### 4.1 Work Breakdown Structure

A Work Breakdown Structure (WBS) is a hierarchical and incremental decomposition of the project into phases, deliverables and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective; for example a program, project, and contract.

Create a WBS for the proposed project. The WBS does not need to be developed to the detailed activity level; just to a level of detail that will allow an order of magnitude estimate to be carried out on time and potential cost when it comes to the Project Plan.

The WBS can be used to identify Milestones and Tollgates for the project – this can be expanded upon and become more detailed as the project becomes more defined.

#### 4.2 Identify Tollgates and Milestones

Use the WBS to identify Tollgates and Milestones for the project.

- Tollgates: Events and deliveries where you need approval from project sponsors before you can continue, e.g. tollgate and project meetings.
- External and Internal Milestones: Events and deliveries that is important for the project group.

In the report, include all milestones, tollgates and responsibilities with a written explanation/comment if/when that is needed.

#### 4.3 Time Plan (Gantt Chart)

Create a Gantt Chart using the template provided or by using a project management software available (*OpenProj* and *2-Plan* are two free programs that we know of). Allocate time to the activities so far identified on the project's WBS and show the milestones and tollgates identified. Assign people responsible for each stage/task identified.

You will have to update and present the Gantt Chart at the Status Meetings later in the semester.

#### 4.4 Resource Plan

Use the template on the Course Portal as a guide to produce a Resource Plan for the project.

#### 4.5 Commentary on Project Model (0.5 page)

Here you can make comments on things that are uncertain or things that have not yet been planned. Also describe to the reader particularities and any peculiarities of the diagrams/tables/graphs in the appendices.

## **5.0 Communication of Project (0.5 page)**

How are you going to spread the message of your project? What will you spread? What information is required to do this? What tools will you be using? What values does your project aim to communicate, which of these are intrinsic and extrinsic values?

## **6.0 Risk analysis (0.5-1 page)**

In your group complete a short analysis of potential risks that can delay the project. What are your strategies to avoid these risks? What is your 'Plan B'? Create a list of potential risks and an action list on how to avoid these risks. Clearly define how you rank these risks in relation to one another.

Think about internal risks (things like procrastination, a project member getting ill, etc.) and external risks (external factors that may influence the project, for example stakeholders, political processes, etc.).

## **7.0 Document rules and communication (0.5 page)**

How you are going to communicate within the group and take care of documentation.

## **8.0 Appendices**

Finally your Project Plan should include (if not included elsewhere) the following appendices.

- WBS
- Milestone/ Tollgate Plan (Gantt chart)
- Resource Plan
- Group Contract