Scoping and Scheduling Work

What follows are several possible ways to organize your project's work plan. Project work plans are often organized in one of two ways: by the order of deliverables or by calendar year.

Preliminary Questions:

1   What is the period of performance for the project (often this is determined by potential funding source)?
2   Who are the key personnel, and what is their availability?
3   What are the resources available? *(See Resource Assessment worksheet.)*

Major Areas of Project Work:

Successful work plans consider the following types of work to be completed during the life-cycle of the project.

- Planning and Research
- Content Development
- Technical Development
- Design
- Evaluation
- Outreach and Publicity
- Advisory Committee/Consultation with Outside Specialists

Major Deliverables:

Project plans that foreground the "deliverables" of the project keep the focus on what will be accomplished.

- Deliverable 1:
    - Component:
        - Staff:
        - Resources:
        - Duration:
    - Component:
        - Staff:
        - Resources:
        - Duration:
    - Component:
        - Staff:
        - Resources:
        - Duration:

- Deliverable 2:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
- Deliverable 3:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
- Deliverable 4:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:
  - Component:
    - Staff:
    - Resources:
    - Duration:

Work Plan Structure

Calendar Driven

Year 1:

- Month:
    - Planning and Research
    - Content Development
    - Technical Development
    - Design
    - Evaluation
    - Outreach and Publicity
    - Advisory Committee/Consultation with Outside Specialists
- Month:
    - Planning and Research
    - Content Development
    - Technical Development
    - Design
    - Evaluation
    - Outreach and Publicity
    - Advisory Committee/Consultation with Outside Specialists
- Month:
    - Planning and Research
    - Content Development
    - Technical Development
    - Design
    - Evaluation
    - Outreach and Publicity
    - Advisory Committee/Consultation with Outside Specialists

Year 2:

- Month:
    - Planning and Research
    - Content Development
    - Technical Development
    - Design
    - Evaluation
    - Outreach and Publicity
    - Advisory Committee/Consultation with Outside Specialists
- Month:
    - Planning and Research
    - Content Development
    - Technical Development
    - Design
    - Evaluation

- - ○ Outreach and Publicity
    - ○ Advisory Committee/Consultation with Outside Specialists
  - ● Month:
    - ○ Planning and Research
    - ○ Content Development
    - ○ Technical Development
    - ○ Design
    - ○ Evaluation
    - ○ Outreach and Publicity
    - ○ Advisory Committee/Consultation with Outside Specialists

Year 3:
- ● Month:
  - ○ Planning and Research
  - ○ Content Development
  - ○ Technical Development
  - ○ Design
  - ○ Evaluation
  - ○ Outreach and Publicity
  - ○ Advisory Committee/Consultation with Outside Specialists
- ● Month:
  - ○ Planning and Research
  - ○ Content Development
  - ○ Technical Development
  - ○ Design
  - ○ Evaluation
  - ○ Outreach and Publicity
  - ○ Advisory Committee/Consultation with Outside Specialists
  - ○
- ● Month:
  - ○ Planning and Research
  - ○ Content Development
  - ○ Technical Development
  - ○ Design
  - ○ Evaluation
  - ○ Outreach and Publicity
  - ○ Advisory Committee/Consultation with Outside Specialists

Deliverable Driven

Phase 1 (month/year - month/year):

Phase 2 (month/year - month/year):

Phase 3 (month/year - month/year):

Phase 4 (month/year - month/year):