

Integrated Project Plan—Activity Definition**Purpose:**

The objective of this activity is to ensure that the various elements of the project are properly coordinated. The Project Planning Process provides a framework to develop project plans. Using the activities detailed in this process description and in supporting documents, project teams describe the work they will do, develop estimates of effort, develop a schedule, plan their management and technical approaches, identify measures to gather, and develop a risk management approach.

Participants:

The Project Manager prepares this document.

Inputs:

Quality Strategy [1], Project Overview Statement [1], Work Breakdown Structure[1], Time and Cost Estimates[1], Work Plan[1], Project Approach[2], Communications Plan[3], Risk plan[3], Business Case[4], Operational Transfer Plan[4], Resource Plan[4], Procurement Plan[5].

Process:

1. Collate all the planning elements.
2. Based on the class of the project, the integrated project plan will have a different number of planning activities. Check against the framework requirements matrix to see if all the required plans are present.
3. Review the assumptions being used.

Outputs:

Integrated Project Plan

Integrated Project Planning—Guidelines

It is important that people working on a project discover early in its lifecycle what its dependencies are, what services and resources are available, and how to use them appropriately. Addressing integration requirements will help ensure that a project makes the best use of complex infrastructure, and avoids reinventing the wheel.

1. Customer expectations: - There should be a reasonable amount of clarity in terms of customer expectations with regard to project deliverables, product requirements, overall timelines, etc.
2. Effort: - Estimate effort once more taking into account activities listed in the work breakdown structure and the project schedule.
3. Roles and Responsibilities: - Check to ensure that the governance structure is clear. Also ensure that the roles and responsibilities of the project team members in terms of quality audits/reviews, risk identification, project execution, etc. are clear.
4. Risk: - Ensure that all risks are identified and analyzed in the Risk Management Plan. Ensure that mitigation strategies are identified for all risks with high probability and severe impact.
5. Quality Plan: Ensure that all aspects of quality are taken care of. The quality plan should list out acceptance criteria, in-process control plans and the schedule of quality audits and reviews.
6. Schedule: - The schedule should have reviews built in.
7. Ensure that all relevant factors have been considered in the various plans.
8. Ensure that documents like the Project Overview Statement, Business Case, the Project Approach document are available and correctly represent the project situation.
9. Ensure that the communication plan has identified all stakeholders who need to be informed of various pieces of information.
10. Ensure that training needs of the project team are identified and met.