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**PMEducation**

**PLANNING**

Here is a short quiz about Planning. Don’t worry if this seems a bit difficult. Some of the answers are still coming in next Project Steps. Do this quiz just for fun, but you can also use this quiz as a tool to help inform your Project Team about the value of good Planning.

Answers are on the next page.

BENEFITS:

The benefits of good Project Planning include:

* Everyone gets a clear understanding of the Project O\_\_\_\_\_\_\_\_\_\_\_.
* Ensures you consider all Stakeholder R\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and E\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Considers R\_\_\_\_\_\_\_\_\_\_ and provides C\_\_\_\_\_\_\_\_\_\_\_\_\_\_Plans.
* Commits the plans to paper so they are less C\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Avoids F\_\_\_\_\_\_\_\_\_\_\_\_\_\_ starts.
* Links multiple activities for T\_\_\_\_\_\_\_\_\_\_\_ efficiency.
* Provides visibility for everyone to share the same V\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Forces you to T\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it through.
* Provides a Road M\_\_\_\_\_\_\_\_\_\_\_\_ to follow the project.
* Provides a way to create and control the necessary C\_\_\_\_\_\_\_\_\_\_\_\_ that will occur.
* Provides a sense of direction to prevent re-surfacing of Un-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issues.
* Helps get the project done on T\_\_\_\_\_\_\_\_\_\_\_ with minimum wasted effort.
* Helps get the project done within B\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Provides the way to meet the Q\_\_\_\_\_\_\_\_\_\_\_\_ requirements with minimum re-work.

It has been said that Project Management is a matter of good luck. The more you plan, the luckier you get!

If you don’t know where you are going, any road will take you there!

Here are the answers. How did you do? Try again after reading the Steps on Scope, Time, Cost, and Quality. It will be easier, guaranteed!

* Everyone gets a clear understanding of the Project Objective.
* Ensures you consider all Stakeholder Requirements and Expectations.
* Considers Risks and provides Contingency Plans.
* Commits the plans to paper so they are less Changeable.
* Avoids False starts.
* Links multiple activities for Time efficiency.
* Provides visibility for everyone to share the same Vision.
* Forces you to Think it through.
* Provides a Road Map to follow the project.
* Provides a way to create and control the necessary Changes that will occur.
* Provides a sense of direction to prevent re-surfacing of Un-resolved issues.
* Helps get the project done on Time with minimum wasted effort.
* Helps get the project done within Budget.
* Provides the way to meet the Quality requirements with minimum re-work.

Planning without action is futile. Action without planning is fatal!