Key questions to ask when Project Planning

what
- Consider the scope of the project
- Consider the views of stakeholders
- Consider what resources are needed
- Consider the project type i.e. service, flagship or priority project

why
- To ensure timescales are met
- To ensure deliverables are delivered
- To ensure that resources are available

how
- Identify how the tasks will be undertaken
- Identify key milestones
- Monitor and update project plan on a regular basis
- Ensure the correct documentation is being submitted to the appropriate Board

when
- Decide a timescale which the task should be completed by
- Analyse key milestones
- Updated in the form of monthly highlight reports

who
- Identify who will undertake the tasks
- Review resource requirements
- Who are the stakeholders
- Who needs to be involved in the communication plan