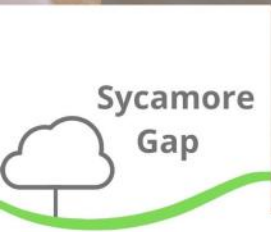


# The Importance of Project Planning



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## Project planning as part of the project lifecycle.

Project planning is a vital phase in the project lifecycle; enabling project teams to forecast for risk, agree upon realistic budgets and timelines, and allocate roles, responsibilities & individual tasks.

Indeed, adequate project planning can lead to project success!

## Reducing risk.

Spending time meticulously planning projects will aid project success – ensuring all team members & stakeholders understand what's expected of them, key deliverables and overall goals of the project(s) they're involved in and what risks they need to monitor in order to see the project(s) through to completion.



## Book a demo

Book a free, no-obligation demonstration with our team and discover exactly how our PMO solution will benefit you and your team.



[demo@sycamoregap.com](mailto:demo@sycamoregap.com)

## THE IMPACT OF PMO SOLUTIONS.

When it comes to effective project planning, having access to project management tools that are easy to use and integrate with your current processes is imperative to project success; providing you and your team with a PMO solution that feels familiar, and requires very little training will help you all concentrate on the tasks in hand without complication, hesitation or long periods of downtime.



**Increase team & employee productivity**



**Improve stakeholder relationships**



**Significantly reduce risk of human error**

## EFFECTIVE PROJECT PLANNING.

1

### Establish goals & key deliverables.

Breaking down a project into specific goals and key deliverables will help PMO leaders and project managers to adequately and realistically assign tasks, track project progress and identify & mitigate risks, as well as report to key stakeholders when the project is up and running.

2

### Identify risks & risk probability.

Every project comes with certain risks that can affect completion, budget, timeline and expected completion / delivery date and identifying those risks – and how probable they are – early on will inevitably help project teams to avoid and/or mitigate those risks to ensure your project(s) runs as expected.

3

### Establish processes & reporting guidelines.

Establishing and setting standard project processes as well as reporting guidelines and expectations will ensure project teams know exactly what is expected of them, and how to administrate the tasks allocated to them. Establishing reporting guidelines will also help teams set and therefore track key project metrics.