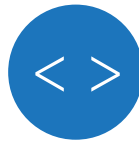# Project Planning Process

01

List your milestones, project deliverables, and project phases and increments.

This is where you share high-level markers and goals. This gives your team a broad overview of what they are working on and what to expect. It also informs team members of their expected level of involvement.

02

Breakdown the projectd into key components.

Every project can be broken down into parts that must be worked on, either consecutively or simutaneously. List them out in brief detail and include the team members expected to focus on each component.
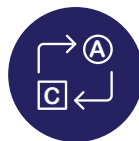
03

List major resources to be allocated for the project.

Determine what you need to complete the project. It will need content and perhaps some engineering. It may need UX work or involve a major product launch. Make a list of specific tasks to that you do not have any surprises when it is time to deliver.

04

List the assumptions and constraints.

Are there any speculative dependencies? What are your assumptions about the impact of each project component? What are the limitations that you have to work within? Are they time contraints, or personnel contraints, or something else? Answer these questions to be certain that you are in line with your deadlines and due dates.