WATERSCHOOL PROJECT PLAN

Without a **Project Plan** (or, better, *project management plan*) it is likely that a project fails to achieve its goals.

In a small project it is possible to quickly build a plan that contains all the information about the scope of the work to be done and the resources needed to do it.

Whatever the size of the project, the project plan will constitute the "**route**" the project will have to follow and will therefore constitute the **reference point** (*baseline*) against which to calculate the deviations and identify the corrective actions in progress to bring it in line with stakeholder expectations.

In the absence of a plan it is therefore not possible the requested continuous monitoring and re-planning in the light of the actual performance of the activities. The plan will therefore be updated throughout the **life cycle** of a project.

The construction of the plan requires the following main steps:

1. define the main **objectives**;
2. define the **activities** to achieve them;
3. define the **logical sequence** and **priorities** among the identified activities;
4. estimate the **timing** for their realization;
5. estimate the necessary **human resources**;
6. estimate **costs and expenditure** flows (budget; cash flow);
7. define the **communication** methods;
8. define the methods to regularly **check** the progress of the project;
9. define the periodic and final **reporting** methods;
10. identify any **risks**, uncertainties and how to deal with them.

The definition of the project objectives is obviously very important, especially for communication scope within and outside your school.

In this case we recommend the methodology defined by the the acronym SMART, which stands for:

- **Specific** - any objective must not be defined in vague and general terms but possibly linked to smaller and more measurable objectives.

    Waterschool case sample: Objective 1 - to obtain the exclusive consumption of tap water by pupils.

- **Measurable** - an objective must not be defined in a subjective or purely qualitative way but brought back to parameters and indicators that allow a measurement;

  Waterschool case sample: Reduction to 0 of consumption of canned or bottled beverages.

- **Achievable** - a goal to make sense must be within the organization's reach and the ways to achieve it must be clear or at least prefigurable;

  Waterschool case sample: The goal can be reached in no less than 9 months.

- **Relevant** - an objective to determine the motivation and commitment of the organization must have characteristics of importance and interest.

  Waterschool case sample: It is relevant because it has an important economic and environmental impact.

- **Time Bound and Trackable** - an objective must be timable and therefore can be placed in a precise period of time from the point of view of its achievement and with precise traceability requirements.

  Waterschool case sample: We evaluate the reduction of consumption of canned or bottle drinks with periodic surveys every 15 days.

These obviously are only basic indications from the Project Management theory: if you like to go in depth you can have a look, among a huge number of dedicated websites, on https://www.edx.org/learn/project-management.