



COMMUNITIES CARE WESTERN NEW YORK FAMILY CAREGIVERS RESPITE PILOT PROGRAM

PROJECT PLANNING GUIDE

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This Guide is intended to help you in the development and planning of your respite pilot project (new respite idea) and proposal writing process. The questions included ask you to elaborate on how you/your collaboration applied principles of Creative Problem Solving - using divergent thinking to generate ideas and/or to clarify, and convergent thinking to make decisions about your project and the proposal process.

To recap these principles of Creative Problem Solving:

- **Divergent Thinking:** Searching broadly for many and varied ideas. Includes:
 - Divergent thinking for idea generation
 - Divergent thinking for clarifying
 - Creative Questions
 - How to (H2)
 - How might (HM)
 - In what ways (IWW)
 - What might be all the ways (WMBAT)
 - Storyboarding
 - Brainstorming
 - Brainwriting

- **Convergent Thinking:** Includes developing and evaluating the most promising ideas, focusing, making decisions.
 - Highlighting (Hit, Cluster, Restate)
 - Criteria matrix
 - Pluses, Potentials, Concerns, Overcoming Concerns (PPCo)
 - Card Sort
 - Sequencing

Questions to Guide your Project Planning Process

1. What was your process for identifying, vetting and selecting new respite project ideas?
2. Integration Management: Performing the activities to identify, define, combine, unify, and coordinate the various project activities.
 - What was your process for establishing a cohesive plan from inception through implementation?
 - How did you determine what components are in and which are out of your project?
 - How have you planned to respond and coordinate changes across the project?
 - How have you identified factors and conditions outside of your control and ways to leverage existing knowledge base (specific to, developed by, and used by) of the organization/collaboration?
 - What processes will you use to monitor and control variances in your project?
 - How will you capture “lessons learned” throughout the project?
3. Scope Management: Performing the work required to ensure that the project includes all the work required, and only the work required, to complete a project successfully.

Describe the process you used to:

- Identify and capture all the required components and necessary activities/steps to realize your project (Work Breakdown Structure).
 - Determine **product** requirements - *What are the specifications of the new respite idea? What does it entail?*
 - Determine **project** requirements - *What are the needs to realize (“pull off”) the project?*
 - Capture stakeholders’ (clients’) requirements and expectations? *What will the project “do”? What does success look like? What are criteria to gauge success?*
4. Schedule Management: Performing the work to define, estimate, sequence and schedule all activities required to complete the project in logical order.

Describe the process used to:

- Sequence required components and necessary activities/steps to realize the project.
- Estimate the duration components and necessary activities/steps to realize the project.
- Develop a schedule from inception to implementation of the idea (timeline).

5. Resource Management: Performing the work to organize, manage, lead and develop members of the project team.

Describe the process used to:

- Determine the capacity of personnel in your organization and those of collaborators to complete the work required to realize the project.

6. Cost Management: Performing the work to estimate, allocate, and control the costs in a project.

When estimating the cost of the new respite idea describe if, when and how you utilized:

- Analogous estimating
- Bottom up Estimating
- Parametric estimating

7. Stakeholder Management: Identifying stakeholders (people, groups, or organizations) that could impact or be impacted by the project; analyzing their expectations and their impact on the project, and developing appropriate strategies for effectively engaging stakeholders in project decisions and execution.

Describe the process used to:

- Identify and categorize stakeholders

8. Communications Management: Performing the work to ensure timely, accurate and appropriate creation, distribution and storage of project information.

Describe the process used to:

- Develop communication strategies based on stakeholder and project needs.
- Determine communication methods to stakeholders.

9. Risk Management: Performing the work to identify, analyze, responding, and control risk on a project.

Describe the process used to:

- Identify and respond to risks (threats and opportunities) associated with the creation and implementation of your project.

10. Procurement Management: Performing the work necessary to purchase or acquire products, services, or results needed from outside of the project team to achieve the project deliverable.

Describe the process used to:

- Determine whether any resources external to the collaboration were required to realize the project.
- Estimate cost and acquire external resources

11. Quality Management: Determining and fulfilling requirements to satisfy the needs for which the project was undertaken.

Describe the process used to:

- Establish indicators the project is developing and meeting the objective(s) as intended