

Welcome to the preview of the Fast Track Project Toolkit Planning Guide Table of Contents & Sample Pages

<http://www.ittoolkit.com/fast-track-project-toolkit.html>

The Planning Guide is a learning tool, taking the reader through the steps needed for successful projects based on the Fast Track Project Management principles and process.

What is the Fast Track Process?

It's not a short-cut - It's a solution!

The *fast track* concept is simple, straightforward, and ready-for-use. When resources are limited, and time is in short supply, you have to make the most of every available tactic, tool and strategy.

The Fast Track Project Toolkit shows you how to set priorities, minimize redundancies, leverage available resources, and apply standardized tools and practices to suit individual projects. Every step, tool and template is connected in a streamlined process designed to produce required results in the shortest time possible!

The *Toolkit* gives you everything you need to execute our time-saving *fast track management model* - from project proposals to post project reviews.

Take a peek at the Table of Contents and sample pages of the Planning Guide, part of the Fast Track Project Toolkit.

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chapter 3

FAST TRACK STEPS AND PROCEDURES

Fast Track Workflow

As discussed in *Chapter 2*, the fast track process is organized into five (5) phases, each strategically aligned with a corresponding phase of the traditional project management lifecycle. The fast track process is designed to produce specific management deliverables using a standardized four (4) phase workflow, as illustrated below:

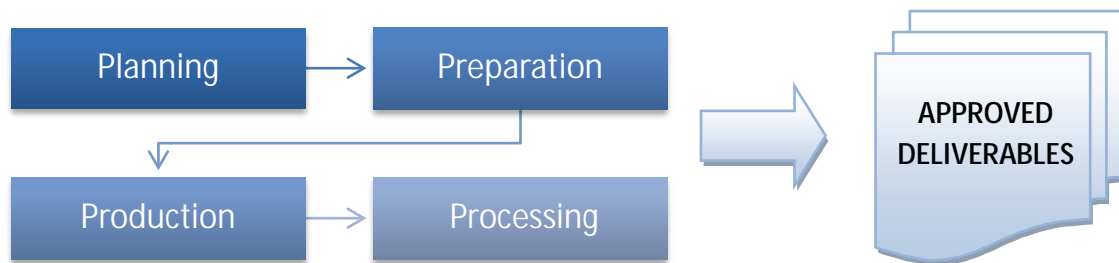


Figure 3 Fast Track Workflow

As illustrated, this workflow provides an orderly progression for process execution. While the tasks and techniques to be executed will vary according to phase and deliverables, this standardized workflow provides a consistent approach to meet integrated needs and requirements.

The fast track workflow provides consistency, flexibility and productivity in three (3) key respects:

- Every deliverable is produced using a consistent, organized methodology.
- Within each workflow phase, flexible, adaptable tasks and activities are executed as needed to account for differing needs and circumstances.
- Deliverable specific “techniques” are deployed to ensure optimized completion and implementation.

Fast Track Workflow in Practice

The Planning Workflow

Objectives: To identify resources; plan tasks and activities; and schedule process execution.

Table 3 Planning Workflow

| Fast Track Phase | Planning Workflow Results |
|-------------------|--|
| Selection | Work plans to produce the project business case and/or evaluate submitted project proposals. |
| Definition | Work plans to define the project and produce the Statement of Work deliverables. |
| Governance | Work plans to define governance procedures and produce Governance Plan deliverables. |
| Oversight | Work plans to define and allocate oversight activities covering risks, issues, changes and status reporting. |
| Review | Work plans to conduct and implement the post project review. |

The Preparation Workflow

Objectives: To collect, organize and analyze data and information required to produce fast track deliverables.

Table 4 Preparation Workflow

| Fast Track Phase | Preparation Workflow Results |
|-------------------------|--|
| Selection | Organized data for business case production and project selection analysis. |
| Definition | Organized data for project definitions and SOW production. |
| Governance | Organized data for project governance analysis and Governance Plan production. |
| Oversight | Organized data for project oversight execution and analysis. |
| Review | Organized data for project review surveys and peer assessments. |

The Production Workflow

Objectives: To prepare, review and finalize designated fast track deliverables.

Table 5 Production Workflow

| Fast Track Phase | Production Workflow Results |
|-------------------------|---|
| Selection | Final business case and project selection deliverables. |
| Definition | Final project definition deliverables. |
| Governance | Final governance plan deliverables. |
| Oversight | Final oversight deliverables. |
| Review | Final project review and lessons learned deliverables. |

The Processing Workflow

Objectives: To receive and record decisions relating to the disposition (approval or rejection) of designated process deliverables..

Table 6 Processing Workflow

| Fast Track Phase | Production Workflow Results |
|------------------|--|
| Selection | Approved business case and project selection deliverables. |
| Definition | Approved project definition deliverables. |
| Governance | Approved governance plan deliverables. |
| Oversight | Approved oversight deliverables. |
| Review | Approved project review and lessons learned deliverables. |

Workflow Elements

Execution of the fast track workflow is built on the combined use of five (5) actionable components:

1. Resources
2. Inputs
3. Outputs
4. Checkpoints
5. Techniques

Resources

In order to effectively execute the steps and strategies involved in the fast track process and corresponding workflow, resource roles and responsibilities must be clearly defined and allocated. These “roles and responsibilities” are fulfilled by the process stakeholders and assignments will vary by deliverable type and processing requirements.

Note: See the Project Definition and Governance Reference Guides for more information on resource roles and responsibilities.

Workflow Inputs

In order to execute each phase of the fast track workflow, data and information must be “input” into the process. For clarity, “inputs” can be organized into two discrete categories:

- **Deliverables Data:** The “content” related information required to prepare, produce and process fast track deliverables.
- **Workflow Data:** The information needed to plan and schedule workflow execution including tasks, activities, deadlines and related issues.

Workflow Outputs

Each phase in the workflow is structured to produce specific outcomes in the form of process deliverables, all based on the following guiding principles:

- ⌋ Every deliverable must be planned for timely completion.
- ⌋ Every deliverable must be prepared based on accurate, relevant data.
- ⌋ Every deliverable must be produced in a consistent, streamlined format.
- ⌋ Every deliverable must be processed in accordance with approval and acceptance requirements.

Note: See Chapter 4 of this Planning Guide for a more detailed discussion of fast track deliverables.

Workflow Checkpoints

Each phase of the fast track workflow must include the specification and validation of transitional *checkpoints* to allow for the orderly progression from one phase to the next. Checkpoints are defined by the milestone activity

indicating that a given phase is sufficiently complete for forward movement to the next phase.

- **Planning Checkpoints:** The milestones signaling completion of the planning phase and transition to the preparation phase. *Example: Completed plan and schedule for deliverables preparation, production and processing.*
- **Preparation Checkpoints:** The milestones signaling the completion of the preparation phase and transition to the production phase. *Example: Organized and analyzed data as needed to produce required deliverables.*
- **Production Checkpoints:** The milestones signaling completion of the production phase and transition to the processing phase. *Example: Finalized deliverable ready for submission to decision making stakeholders.*
- **Processing Checkpoints:** The milestones signaling completion of the processing phase and transition to the next phase of the fast track process and conclusion of the workflow. *Example: Approved or rejected deliverable.*

Note: Workflow Checkpoints are recorded and monitored as part of the Project Oversight Log.

Techniques

Fast track deliverables are produced using “optimizing techniques” designed to yield actionable results with minimal overhead. These techniques are tailored to suit the deliverables purpose, and can also be customized to suit specific project needs and circumstances.

- Fast track preparation and production techniques are unique to each deliverable based on content and format. *For example, the fast track*

Business Case relies on the “top 3” specification technique to optimize preparation speed and content usability.

- Communication techniques are utilized to ensure that fast track deliverables are produced and processed in a collaborative manner, where identified stakeholders have sufficient information and opportunity to offer comments, negotiate and provide informed consent and acceptance. Fast track collaboration and consensus is achieved through...
 - Consistency in deliverables content and format.
 - Consistency in distribution methods and tools.
 - *Continual communication regarding “what will happen next”.*

Note: Refer to the Toolkit Reference Guides for specific workflow techniques per phase and deliverable.

Workflow Step by Step

Planning Phase

- Establish a working vision and purpose.
- Identify stakeholders and resource requirements.
- Create a work schedule.
- Validate progression to the preparation phase.

Preparation Phase

- Identify data and information requirements for production of planned deliverables.
- Collect and organize data and information as required for production of planned deliverables.

- Analyze data and information as required for production of planned deliverables.
- Validate progression to the production phase.

Production Phase

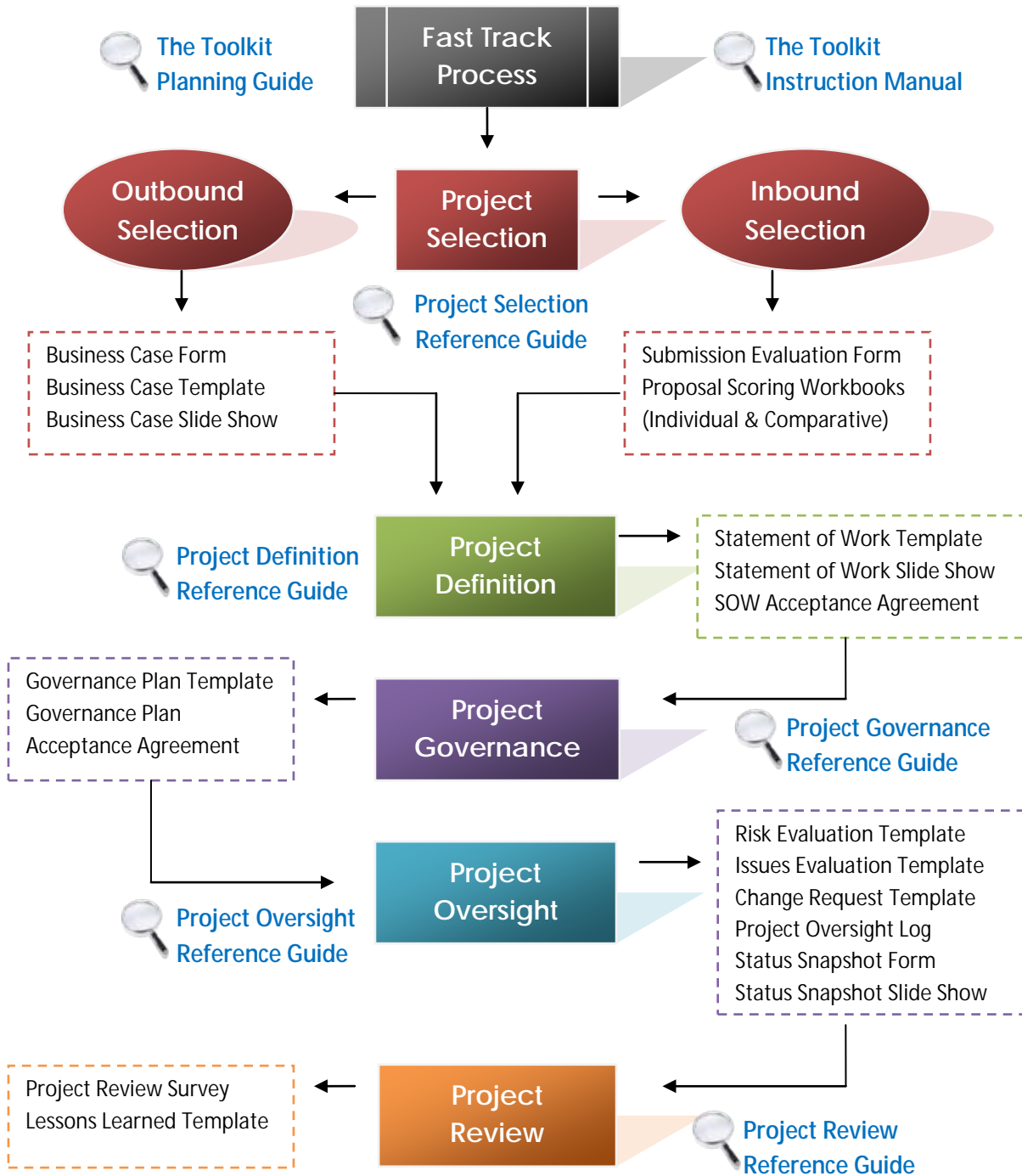
- Prepare “content ready and reviewable” (draft) versions of planned deliverables using the fast track tools.
- Distribute draft deliverables and collaborate with reviewing stakeholders as needed to produce final versions.
- Validate progression to the processing phase.

Processing Phase

- Distribute finalized deliverables to the appropriate decision making stakeholders as suited to the deliverable and specific project needs.
- Conduct negotiations and implement changes as needed to reach final determinations (appropriate to the deliverable and the project).
- Create a record of project progress and decision making using the processed deliverable.
- Validate progression to the next phase of the fast track process.

This is a preview of the Fast Track Project Toolkit.
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APPENDIX A: FAST TRACK ROADMAP



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