

Technology Planning and Implementation Tip:

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How do you keep a technology project in scope?

Collaborative planning and implementation of a technology project is critical in keeping your technology project in scope. In fact, if you can identify the objectives of your project, that is, your “future focus,” and use a phased deployment approach, you’ve accomplished the first steps in keeping your project on track.

The **first phase** of your project should be to **determine your objectives**:

- Identify the expected benefits of your project
- Determine the problem that needs to be solved
- Figure out the people who will be affected by this project

Once you have clearly defined the objective, you can move to defining a project budget and scope.

The **next phase** of your project is **defining the scope of your project**, which is necessary to control the time and financial elements required to meet your objectives. Bringing all necessary players together to discuss the objectives of the project will guarantee that the needs of all departments impacted by the project will be met. Identify your solutions and be clear on what equipment your project needs. List your sources and comparison shop to determine the best pricing for the quality you expect to receive. Remember to keep the equipment “life cycle” in mind when pricing equipment. Life cycle costing takes in consideration, not only the purchase price of the equipment, but the cost of maintenance, replacement parts and user accessibility. You don’t want a piece of equipment that is time consuming and costly to maintain even though it may have the lowest initial cost.

Phased deployment or pilot projects of the solutions you have identified for your technology project will allow you to test each phase for effectiveness, validate that you have chosen the correct technology for your objective, verify the integration of the equipment to the current system and confirm that everyone’s expectations are being met. It is critical to confirm each phase of implementation is adequate prior to moving on with the next implementation phase.

After you have implemented the last phase of your project, review the process and results. Did the project meet your objectives and did the project remain in scope and budget? Document the process and note any suggestions for improvement for your next project.