



Project Action Plan

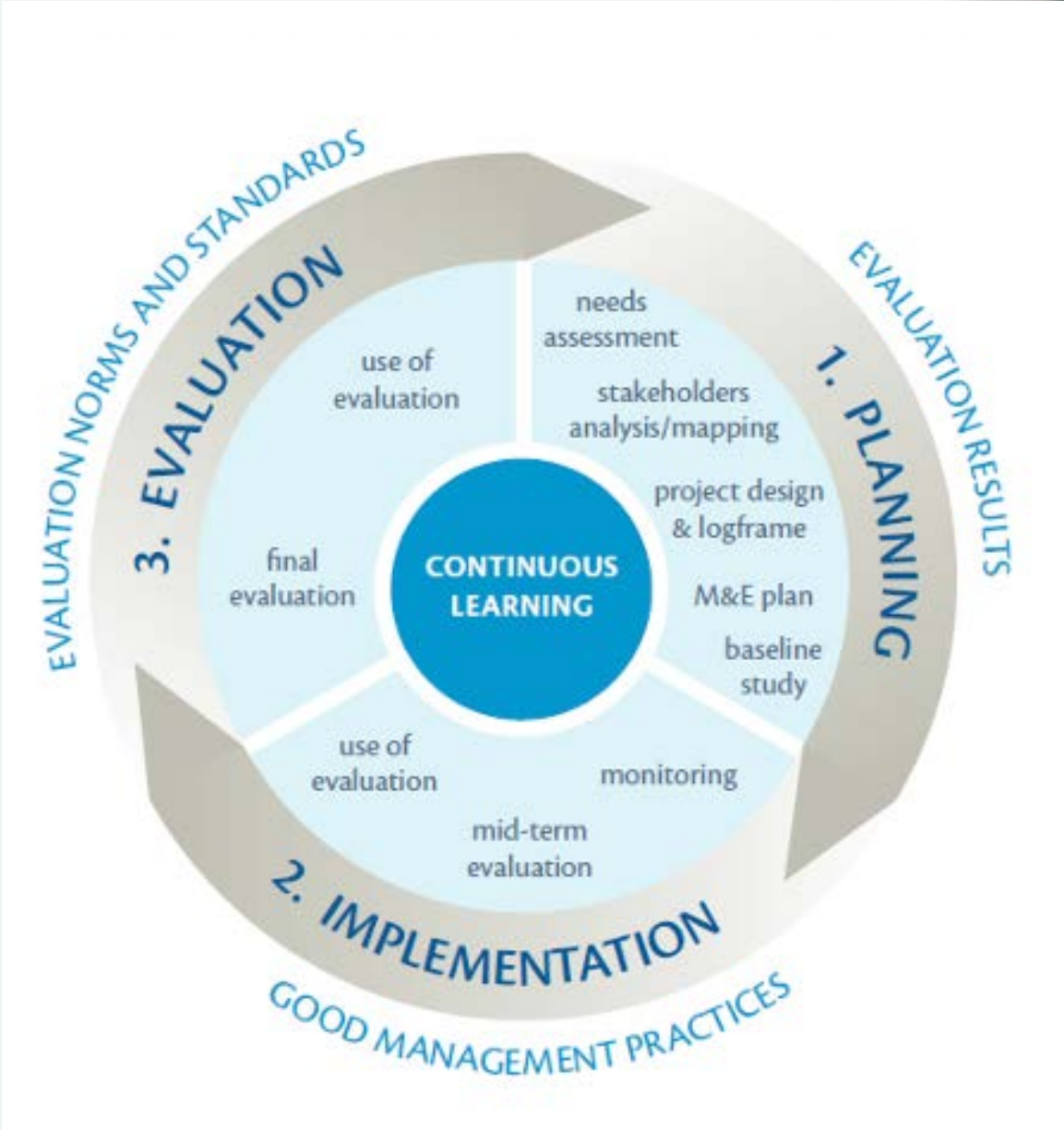
Sunday Noya

Project

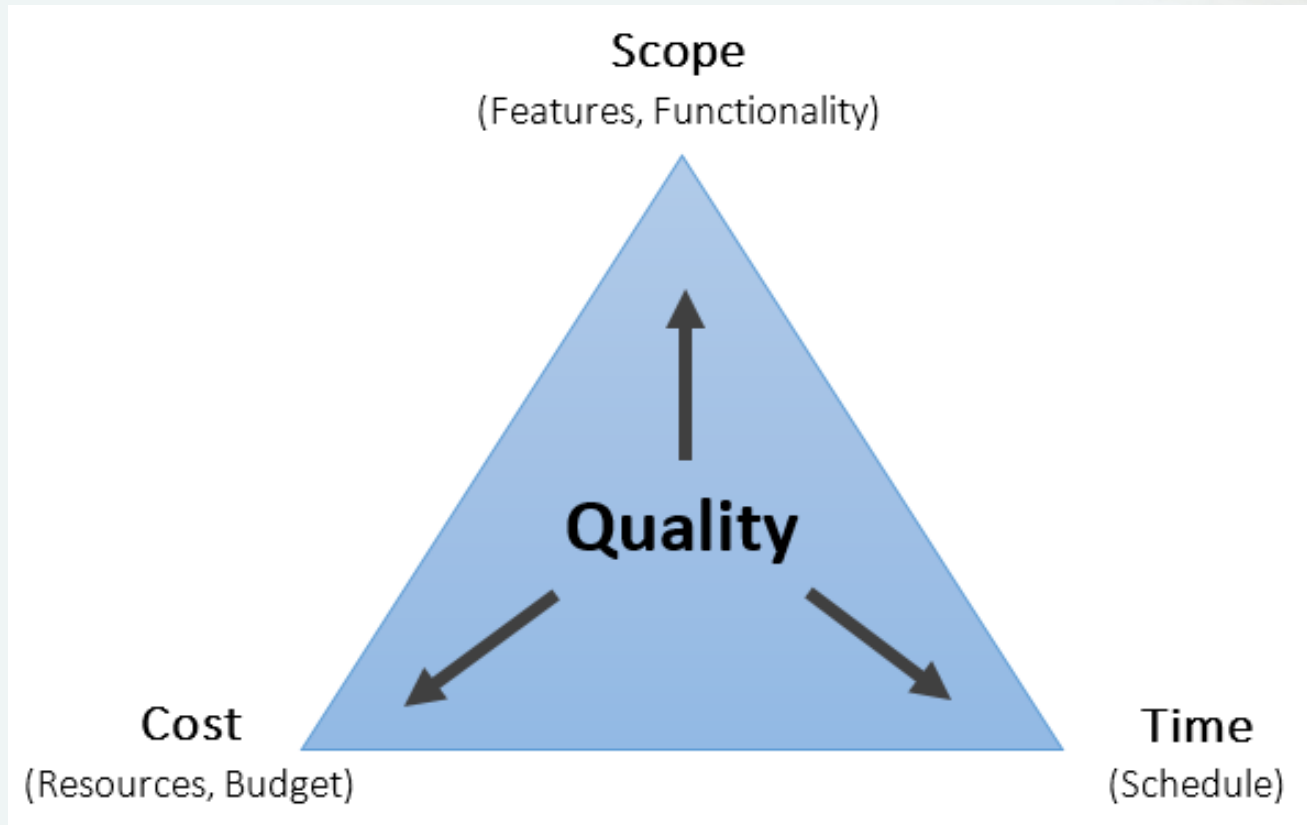
A close-up photograph of a person's hand holding a black pen with a gold nib, writing on a white document. The document has some faint, illegible text on it. The background is blurred, showing what appears to be a desk or table.

A **Project** is “a temporary endeavor designed to produce a unique product, service or result with a defined **beginning** and **end**, undertaken to meet unique **goals** and **objectives**”
(Project Management Institute, 2000).

Project Cycle



Project Triangle



Project Action Plan (PAP)

“a tool for planning projects”

It usually includes the planning of:

- □ Objectives
- □ Activities
- □ Resources
- □ Responsibilities
- □ Time schedules
- □ Outputs and Outcomes



Objectives

- □ Why do I start this project?
- □ What do I want to achieve?

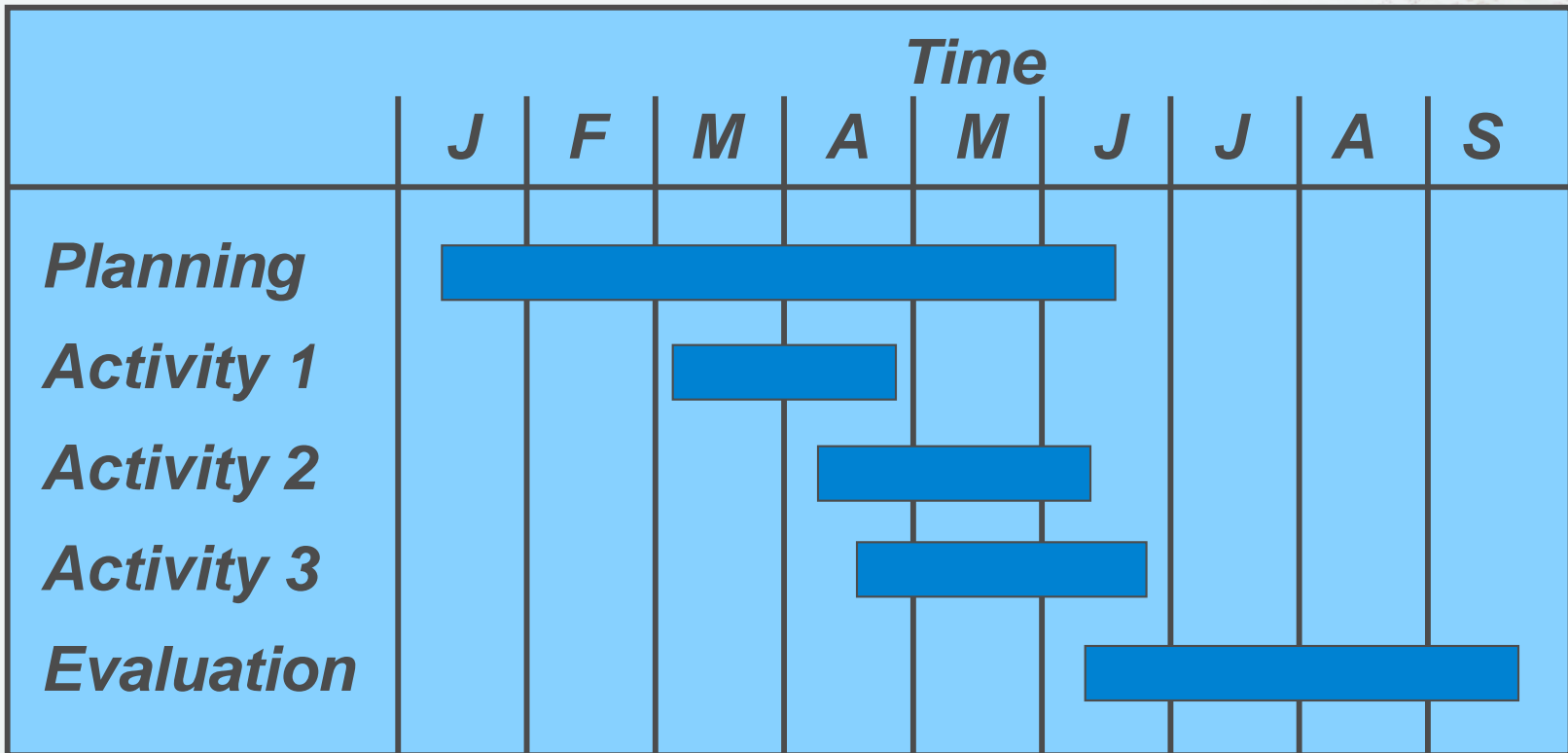


Activities & Time Schedules

A close-up photograph of a person's hand holding a black pen with a gold nib, writing on a white document. The document appears to be a schedule or a list of activities, with some faint text visible. The background is blurred, showing what might be a desk or a bookshelf.

- How do I reach the objectives?
- Work breakdown structure
- What are the milestones?
- How long will it take? (time constraint)
- March - August (6 months)
- Project vs. Routine

Gantt Chart



Resources

- What do I need to reach these milestones and objectives?



Responsibilities

- Who are the stakeholders?
- Who should be involved?



Output & Outcomes

- What is the specific result we want to achieve?
- Output (luaran) → the products
- Outcome (hasil) → the impacts
- Indicators/ measured



Specific

S

M

Achievable

A

R

Timely

T

Measurable

realistic

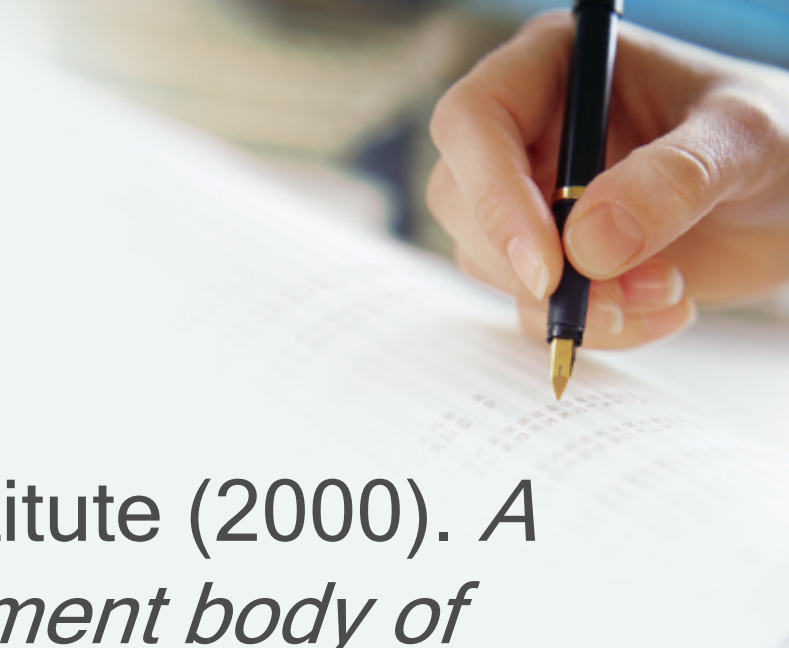
Our Projects



Group	Facilitator
Curriculum Development	Dr. rer.nat. Paula Santi Rudati
QA Information System Development	Dr. Iffi Fitriah
Accreditation/ Survey	Dr. Elly Jumiati
QA/ Audit System Development	Sunday Noya

Ref.

- Project Management Institute (2000). *A guide to project management body of knowledge*. Newtown Square: Pennsylvania.
- Qin, X., (2017). Project Management and Project Action Plan. Modul. ASEAN-QA



Click: bit.do/trainidqa1

or simply scan:

