PLANTA

Whitepaper

Hybrid Project Management

How to Skillfully Combine Traditional and Agile Methods



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01

CHAPTER

Basics of Hybrid Project Management

The combination of traditional and agile approaches allows you to control projects more flexibly and in a more structured manner at the same time.

Definition and Relevance

Hybrid project management **combines the advantages of traditional and agile approaches**. Companies can react flexibly to changes and still benefit from the strengths of standardized project management. The result is an optimum balance between **planning security** and **adaptability** – across the entire project cycle.

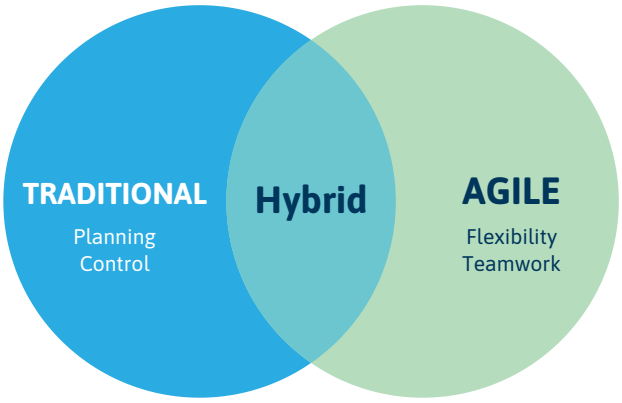
Agile methods such as Kanban and Scrum are becoming increasingly important: according to studies, the share of agile projects and sub-projects is steadily increasing. Certificates such as the IPMA hybrid+ additional certificate show that project managers are increasingly required to master both worlds and combine them effectively.

Combining Traditional and Agile Approaches

Traditional methods provide long-term planning and control, agile methods enable flexibility and rapid adjustments. This allows companies to react efficiently to changes without losing control over **costs, time and resources**. Hybrid approaches are particularly suitable for projects with:

- **Stable initial or final phases** that benefit from traditional planning (e.g. resource and budget planning).
- **Dynamic middle phases** in which rapid adjustments are required (e.g. development or implementation).

Such projects mainly exist in the technology sector, in public administration and in project-based service companies.



02

CHAPTER

Traditional and Agile at a Glance

Working in a hybrid way requires knowing the strengths of both worlds: structured control on the one hand, adaptability and teamwork on the other.

Traditional Project Management: Planning and Controlling

Traditional project management offers a **structured approach** to planning, managing and controlling. Dates, costs and resources are kept in view, **responsibilities and processes** are clearly defined. Meaningful KPIs such as earned value, progress reports or cost variances enable continuous monitoring and **proactive intervention**. Good traditional PM software supports this with:

- **Schedules and milestones** for a clear project structure
- **Resource management** for human, material and financial resources
- **Cost and budget control** as well as automated **reports** for management and stakeholders
- **Risk management** and **data-based forecasts** to identify trends and problems early on

Agile Project Management: Flexibility and Teamwork

Agile methods promote adaptability, collaboration and fast decision-making. An overview of the most important methods:

Kanban

Visualizes **tasks on a board** and makes bottlenecks and priorities visible.

Ideal for: service teams, IT operations, continuous flow of work

Scrum

Iterative processing in defined **sprints with clear partial results**.

Ideal for: software and product development with dynamic requirements

Extreme Programming (XP)

Focus on **high-quality software development**: short cycles, test-driven development, pair programming.

Ideal for: software projects with unclear requirements

Lean Development

Focuses on **efficiency**, avoids waste and promotes fast decision-making within the team.

Ideal for: projects that require quick feedback

Advantages of Agile Methods in Teamwork

- **Flexible planning**: tasks are continuously prioritized and adapted to market trends, customer feedback or internal requirements – this shortens development cycles.
- **Efficient communication**: daily meetings such as daily stand-ups keep everyone up to date. In distributed teams, video conferencing, chats and shared platforms provide support.
- **Self-organization**: teams decide independently how to proceed. This strengthens the sense of responsibility and motivation and speeds up the removal of obstacles.

Tools for Agile Work

- **Document management** with versioning, access rights and backups for secure collaboration
- **Chat functions and calendar feeds** for direct coordination and synchronized appointments
- **Time recording and checklists** for project cost control, effort analyses and quality assurance

Traditional, Agile, Hybrid – A Comparison

	Traditional	Agile	Hybrid
Planning	Fully in advance, with phases and milestones	Iterative, sprint by sprint	Rough planning traditional, detailed planning agile
Controlling	KPIs, planned-actual comparisons, earned value	Boards, reviews, retrospectives	Traditional KPIs and agile metrics in one view
Changes	Via formal change management	Welcome, ongoing prioritization	Buffers and checkpoints in the overall plan
Roles	Project manager controls centrally	Self-organized teams, Scrum Master	Project manager plus Scrum Master or team lead
Strength	Planning security, budget adherence	Flexibility, customer proximity	Both – depending on the project phase

Take a look

Webinars

Project management know-how for everyone

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CHAPTER 03

Practical Examples

Two typical scenarios show how hybrid approaches work in everyday project work and which challenges they solve.

Product Development Process



Planning

Product development begins with traditional **outline planning**: feasibility analysis, prototype development, series production and market launch are given defined milestones and a fixed timeline. This creates transparency for stakeholders and a reliable basis for resource and budget planning.

Agile Implementation

Within these phases, **specific tasks are processed using agile methods**. In the prototype phase, for example, a Scrum team develops functional prototypes in short sprints and regularly obtains feedback. Kanban boards make tasks and priorities visible, daily stand-ups reveal bottlenecks early on.

Results

Iterative processing allows for a **continuous improvement of the product**. Feedback runs with stakeholders after each sprint and retrospectives within the team ensure that the product is adapted to market requirements more quickly – without jeopardizing the overall schedule.

Working in Dispersed Teams: Challenges and Solutions

When teams are distributed across several locations, companies face three typical challenges:



Communication Barriers

Delayed coordination due to time zones and lack of personal interaction



Coordination of Tasks

Difficulties in synchronizing work steps between team members



Team Cohesion

Reduced commitment and motivation due to lack of physical proximity

Solutions

1. **Use effective tools**: Microsoft Teams or Slack facilitate communication across locations. Project management software such as PLANTA Project provides the central platform for task management and progress monitoring.
2. **Regular virtual meetings**: weekly check-ins on progress and challenges, short daily stand-ups for operational coordination.
3. **Create transparency**: shared calendars and digital boards make tasks and milestones visible. An open feedback culture helps to address problems early on.
4. **Strengthen team cohesion**: digital team-building formats such as online quizzes or virtual coffee breaks as well as informal “water cooler” channels encourage personal exchange.

PLANTA

One Software for Everything

PLANTA Project

Project Management Software

PM Methods

Plan your projects in an agile, traditional or hybrid manner – according to your requirements

PPM

Don’t take any risks – rely on project portfolio management

Integrations

Adapt the software to your needs and extend it with our interfaces

Single and Multi-Project Management

Comprehensive project management software for every project.

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CHAPTER

Hybrid Project Management Software

Hybrid software solutions combine traditional planning methods with agile tools on one shared platform.

Integration of Traditional and Agile Functions

Hybrid project management software such as PLANTA Project combines traditional and agile tools for efficient and flexible project execution:

- **Seamless transfer of tasks and data**: hours reported back by agile teams are automatically incorporated into traditional milestone plans – this reduces coordination effort and communication gaps.
- **Resource management in a hybrid context**: resources are managed centrally and distributed flexibly. Capacity planning is retained, while teams prioritize their tasks independently.
- **Synchronization of reports and KPIs**: traditional key figures such as deadline deviations and agile metrics provide a complete picture of the project.

Success through Hybrid Project Management



Minimizing Risks

Agile teams react quickly to changes, traditional planning ensures stability. Risk registers make problems visible early on.



Maximizing Customer Benefit

Regular feedback loops deliver validated partial results before the next project phase begins.



Promoting Individual Responsibility

Self-organized teams work with more motivation, while the project manager keeps an overview of the entire project.



Improving Collaboration

Kanban boards, calendar integration, chats and document management keep everyone on the same page.

Special Functions of Hybrid PM Software

- **Automation and workflows**: recurring tasks run automatically, reminders of deadlines and status reports keep the project on track.
- **Dashboards and monitoring**: visual dashboards show budget consumption, sprint progress and pending risks at a glance.
- **Role and access management**: each role only sees the data relevant to it – this protects sensitive information.
- **Integration with other systems**: interfaces to ERP systems and collaboration tools optimize the data flow and avoid redundant work.

Interfaces offered by PLANTA Project, for example

ERP Systems
- SAP ERP: PS, CO, SD
- SAP S/4HANA
- proALPHA

Office
- Microsoft 365 incl. MS Project
- Google Calendar
- PDF creation, Adaptive Cards

Hybrid PM
- PLANTA Project
- Jira
- GitLab

Reporting
- Export in DATEV format
- Power BI
- QlikView

Authentication
- Active Directory / Entra Domain Services (LDAPS)
- PingFederate, OpenID Connect
- SAML, Kerberos, OAuth

Individual
- Flexibly configurable
- Python API, REST-API
- Webhooks

CHAPTER

05 Best Practices

Proven methods and strategies help to make hybrid projects more efficient and successful.

1 Clearly Define Project Phases

Traditional methods for planning-intensive phases such as resource and budget planning, agile methods for development, testing and feedback.

Tip: Document the transitions between the phases.

2 Communicate Transparently

Regular meetings with traditional and agile teams ensure that everyone knows the same objectives and progress.

Tip: Make the project status centrally available via dashboards.

3 Maintain Flexibility

Leave room for changes even in traditionally planned parts and integrate agile progress at checkpoints.

Tip: Build buffer times into traditional planning.

4 Define Responsibilities

One project manager for overall control, a Scrum Master or team lead for the agile parts.

Tip: Clearly document reporting and decision-making powers.

5 Combine Tools

Traditional tools for scheduling and resource planning, plus Kanban boards and sprint backlogs.

Tip: Hybrid software such as PLANTA Project synchronizes both.

6 Involve Stakeholders Early

Obtain stakeholder feedback regularly and incorporate it into agile and traditional planning.

Tip: Combine sprint reviews with progress reports.

7 Promote a Culture of Learning

Retrospectives after sprints and project stages show what went well and what can be improved.

Tip: Record lessons learned for future projects.

8 Manage Risks Proactively

New risks arise especially at the intersections between traditional and agile phases.

Tip: Review a shared risk register regularly.

9 Encourage Teamwork

Regular, cross-departmental meetings strengthen the exchange between teams with different working styles.

Tip: Use team-building activities specifically to improve cooperation and cohesion.

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CHAPTER

Testimonials

The ideal system for hybrid project management provides management with traditional reporting including milestones and schedules – and offers teams agile planning of their tasks as well as fast time recording.

Thyssenkrupp AG

“The PLANTA software has replaced all MS Project schedules and Excel tools. Linking all projects in multi-project management improves planning quality and significantly reduces the effort required to manage the projects.”



Ketek GmbH

“Our greatest success is that we have a ‘tidy’ multi-project management system. All projects are centralized in PLANTA. Colleagues now have a better project overview and can plan dependencies between projects.”



Losan Pharma GmbH

“All employees can work on their tasks in the boards and benefit from significantly better communication and collaboration.”



Read how our customers improved their projects: **planta.de/en/references**

07

CHAPTER

FAQ and Conclusion

When does it make sense to use hybrid approaches?

For projects with both stable and dynamic requirements, e.g. in product development or IT.

Which industries benefit most from hybrid methods?

Industries such as IT, automotive, pharmaceuticals and research & development use hybrid approaches to work in a flexible and structured manner at the same time.

Which tools optimally support hybrid project management?

Software such as PLANTA Project, which seamlessly integrates traditional and agile functions in one platform.

Conclusion

Hybrid project management offers a powerful answer to the challenges of modern projects. By **combining traditional and agile methods**, companies unite **planning security** with **adaptability** and operate more efficiently, flexibly and successfully.

Clearly defined project phases, transparent communication and **project management software** that brings both worlds together are decisive. The hybrid approach has the potential to become even more important in the future.

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