

SCHEDULE MANAGEMENT PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE
SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES

ASIA PACIFIC COLLEGE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
PROJECT MANAGEMENT
PROJMAN

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INTRODUCTION

The Chubby Gourmet e-commerce web application project is a strategic initiative that seeks to provide a robust platform for food enthusiasts to explore and purchase food items online and to help the business solve its business needs. To achieve the project's objectives, effective management practices, including proper planning, execution, and control, are essential.

Schedule management is a critical component of project management, which ensures that the project is delivered within the agreed timeline and budget. A well-crafted schedule provides a roadmap for the project team, enabling them to prioritize resources and tasks effectively.

This Schedule Management Plan for the Chubby Gourmet e-commerce web application project outlines the approach to managing the project schedule, including schedule control, changes, and thresholds, and scope changes. This serves as a reference document that provides a framework for the project team to adhere to the agreed-upon schedule management process.

SCHEDULE MANAGEMENT APPROACH

The schedule management approach outlines the general framework for creating and managing the project schedule for the Chubby Gourmet e-commerce web application. The approach includes the scheduling tool/format, schedule milestones, and schedule development roles and responsibilities.

Scheduling Tool/Format

ProjectLibre will be used as the primary scheduling tool for the Chubby Gourmet e-commerce web application project. This tool enables the creation of project schedules, including activity names, durations, predecessors, and resource names. ProjectLibre is a robust scheduling tool that provides features such as Gantt charts, enabling the project team to create and manage the project schedule effectively. Moreover, it will also be used to track and schedule milestones. Milestones are essential components of the project schedule as they indicate significant project achievements and provide a basis for tracking progress. The Chubby Gourmet e-commerce web application project will have several milestones, including the completion of the project planning phase, completion of the design phase, completion of the development phase, and project delivery.

Schedule Development Roles and Responsibilities

The success of the project schedule depends on the project team's collaboration and communication. The roles and responsibilities for schedule development include the project manager, project team, project sponsor, and project stakeholders.

Project Manager

The project manager is responsible for overseeing the project schedule's development and ensuring that it aligns with the project objectives.

Project Team

The project team is responsible for providing input on task durations, dependencies, and resource requirements.

Project Sponsor

The project sponsor provides guidance and support throughout the project.

Project Stakeholders

The project stakeholders provide input on the project schedule's development and ensure that it aligns with their requirements.

SCHEDULE CONTROL

The schedule control section defines how the Chubby Gourmet e-commerce web application project's schedule will be managed throughout its duration. This includes the frequency of updates, schedule reviews, communicating the schedule and progress, and roles and responsibilities related to schedule control.

Frequency of Updates and Schedule Reviews

The project schedule will be updated regularly to reflect progress made, changes in project scope or requirements, and other factors that may impact the project schedule. The project team will meet weekly to review and update the project schedule, ensuring that it aligns with the project objectives and timelines. However, any changes to the project schedule will be communicated promptly to all stakeholders, including the project sponsor and project stakeholders.

Roles and Responsibilities

The success of schedule control depends on clearly defined roles and responsibilities.

Project Manager

The project manager is responsible for overseeing the project schedule's development, ensuring that it aligns with the project objectives and timelines, and managing any changes to the project schedule.

Project Team

The project team is responsible for providing input on task durations, predecessors, and resource requirements, and ensuring that tasks are completed on time.

Project Sponsor

The project sponsor provides guidance and support throughout the project, ensuring that the project stays on track and that any issues are addressed promptly.

Project Stakeholders

The project stakeholders provide input on the project schedule's development, ensuring that it aligns with their requirements and expectations.

SCHEDULE CHANGES AND THRESHOLDS

The schedule changes and thresholds section of the Schedule Management Plan for the Chubby Gourmet e-commerce web application project outlines the process for managing schedule changes and sets the boundaries for changes to the project schedule. The section covers the approval process for schedule changes and the threshold for significant schedule changes.

Schedule Change Request

The project sponsor will establish the schedule parameters within which the project is expected to operate. Any event that may potentially cause a schedule change exceeding these boundaries must have a schedule change request submitted for approval. The change request will identify the reason for the change, the impact on the project schedule, and any associated risks. The project manager will be responsible for submitting the schedule change request to the project sponsor for approval.

Schedule Change Approval

The project sponsor will review and approve schedule change requests based on the established criteria. The project sponsor will consider the reason for the change, the impact on the project schedule, and any associated risks when making their decision. If the schedule change is approved, the project manager will update the project schedule and communicate the changes to the project team, stakeholders, and other relevant parties.

Schedule Change Threshold

For the Chubby Gourmet e-commerce web application project, a change threshold of 10% will be used. This means that any schedule change that impacts the project schedule by more than 10% must be approved by the project sponsor before the change can be implemented. This threshold will help to ensure that significant schedule changes are carefully considered and that the project remains on track.

SCOPE CHANGE

The scope change section of the Schedule Management Plan for the Chubby Gourmet e-commerce web application project outlines the process for managing scope changes and the impact on the project schedule. The section covers the process for evaluating the impact of scope changes and the steps for re-baselining the schedule if necessary.

Scope Change Evaluation

Approved changes to the project's scope may result in the need to re-baseline the project schedule. These scope changes may include new deliverables or requirements that were not previously considered as part of the original schedule's development. When a scope change is proposed, the project manager and team must evaluate the impact of the change on the project schedule, resources, and budget. The project team will consider the impact on the schedule, identify any critical path changes, and adjust the schedule as needed.

Re-Baselining the Schedule

If the evaluation indicates that the scope change will have a significant impact on the project schedule, the project manager will initiate the re-baselining process. This process includes updating the project schedule with the approved changes and obtaining approval from the project sponsor. The project manager will work with the project team to update the schedule and ensure that any changes are communicated to stakeholders and other relevant parties.

Scope Change Approval

The project sponsor will review and approve scope changes based on the established criteria. The project sponsor will consider the impact on the project schedule, resources, and budget when making their decision. If the scope change is approved, the project manager will update the project schedule, obtain the necessary approvals, and communicate the changes to the project team and stakeholders.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Priscilla Mariano
Business Owner

Date: _____