**SCHEDULE MANAGEMENT PLAN**

**Apelo Dental Clinic System**

**Apelo Dental Clinic**

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**Paranaque City, 1700**

**Date**

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# INTRODUCTION

The Schedule Management Plan is crucial because it provides direction and information in this area and specifies how the project's schedule will be handled throughout the entire project. After evaluating, managing, and prioritizing all time-related schedule alterations, the schedule management plan specifies strategies and tactics and distributes them.

# SCHEDULE MANAGEMENT APPROACH

The project team and the resources assigned to it will cautiously work on the initial schedule once it has been produced in order to prevent the project's schedule from being in the critical path. The proposed work package task, the length of the activities, and the project timeline require the approval of the project team and assets. Once this has been completed, the project adviser will check, approve, and baseline the schedule.

|  |  |
| --- | --- |
| **Milestone** | **Timeline** |
| Project Charter | 1st Month |
| Project Approval | 2nd Month |
| Developing the Web Application | 3rd to 7th Month |
| Complete Test Plan | 8th Month |
| Finalizing the  Document | 9th Month |

When such changes are made, the plans and baselines will be updated. Furthermore, the same are shown as outputs. The scheduling approach, method of evaluation, tools, management, and control of the schedule will all be impacted by the development strategy.

The following are the roles and responsibilities involved in developing a schedule:

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibility** |  |
| Project Client | · Approves Scope Management Plan.  · Provides high-level scope definition (Project Charter).  · Reviews escalated scope issues and provide direction for resolution.  · Approves major scope change requests.  · Overall decision-making responsibility for Scope Management activities. |  |
| Project Manager | · Overall responsibility for scope management.  · Oversees the development of the Scope Management Plan.  · Oversees the scope change management process.  · Approves scope change requests within his/her authority.  · Escalates scope and change issues.  · Ensures that scope changes are incorporated into appropriate project documents |  |
| Project Team Members and Subject Matter Experts (SMEs) | · Help develop the project scope statement.  · Submit scope change requests.  · Review Scope Change requests when assigned.  · Provide feedback as and when required.  · Participate in team-level scope change reviews. |  |
| Independent Verification and Validation (IV&V)  Project Adviser | · Provides an ongoing independent review and analysis of project scope management practices.  · Monitors scope changes and provide feedback.  · Approves major scope change requests.  · Approval of all documentation throughout the project. |  |
| Stakeholders | · Key providers of requirements, scope, and the recipients of project deliverables associated with the project benefits. Most of the project deliverables will be based on their operations in the business and enhancing their business operations and environment. |  |

# SCHEDULE CONTROL

For the duration of the project, the schedule must be precisely and effectively managed. Meetings, schedules, project updates, and even changes to the project schedule go through the project manager, who is also responsible for managing them. The project manager will also be responsible for informing and keeping the project client informed of the project's status.

The project team, on the other hand, is required to attend meetings for any schedule updates provided and work on any timetable adjustments that would be made. The percentage of completion must be presented to the project team for discussion by project team members who also complete a task.

# SCHEDULE CHANGES AND THRESHOLDS

When the project team creates the schedule, the project sponsor must specify a deadline for the project to be finished or operational. This is essential because it enables the project sponsor to align the objectives and expectations of the project client with the project at hand. One of the factors that could affect the changes in schedule is poor schedule management, which requires an extension or change in the project plan. If there are any circumstances that might potentially affect the timetable and go beyond the limits specified by the project sponsor, the project manager should submit a schedule change request and it should be approved by the project sponsor before the schedule change is made.

If any of the following apply, a schedule change request must be submitted to the project stakeholder for approval, if not, then submission is made for approval to the project manager:

* The suggested change is to limit the length of deliverables of a given Sprint Backlog during the project's development phase, to make it obvious that adding something to the duration does not indicate extending the work across the full duration.
* Changes to the scope statement must be taken into consideration in order to prevent conflicts during the project's documentation phase. The project team must compile every mistake in the document before expanding the work packages by 5% or more to reflect the changes in all the documentation.
* A different way to implement the changes is to either cut or extend the project's overall timetable by 10% or more.

# SCOPE CHANGE

If a project problem arises that requires a substantial change in the project scope, it is best to propose a change. It is necessary to use prudence during the process of suggesting and evaluating the project's scope adjustment. Any project team member or project client may ask to change the project's scope. All change requests must be submitted in the form of a project change request document to the project advisor. Following that, the project manager will go over the requested change to the project's scope. The project adviser will either reject the request for change if it does not fit in with the project's goals or schedule, a meeting with the project client and project team to discuss it and determine its impact. Following initial approval from the project client and project adviser, the project manager will communicate the scope change to the entire project team. In result of that, the team members will amend any applicable paperwork, deliverables, and product backlogs.

## SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

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Dr. Denroe Apelo  
*Owner of Apelo Dental Clinic*