**Schedule Management Plan**

**BARANGAY SOUTH SIGNAL VILLAGE WEB-APP**

**Barangay South Signal Village**

**128 col. Ballecer St Cor. Gen. Espino St. Zone 6**

**South Signal Village, Taguig city**

**May 1, 2023**

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# Introduction

The purpose of this Schedule Management Plan is to establish a clear, organized framework for managing the development and implementation of the South Signal Village Barangay Web Application Project. The significance of this plan lies in its ability to define the project timeline, coordinate team activities, ensure alignment with project goals, and allow for effective response to any changes or unexpected challenges.

This plan provides an overview of the project's key phases, from initial planning to final project closeout, each broken down into manageable sprints according to Agile methodologies within the Software Development Life Cycle (SDLC). It lays out the critical milestones, target dates, and corresponding activities, ensuring every step of the project is clearly outlined.

Moreover, the plan outlines the roles and responsibilities of each team member and stakeholder in maintaining the schedule and managing deviations. It introduces the approach for managing schedule changes and scope alterations, with a focus on thorough evaluation, documentation, and communication.

# Schedule Management Approach

Team Developmentality will utilize the Software Development Life Cycle (SDLC) throughout the project, specifically using the Agile Methodologies. The Software Development Cycle is one of the fundamental methods in developing software in a series of different phases. With the Agile method, the project will be broken down into smaller and more manageable parts called sprints. Each sprint focuses on delivering specific features or functionality that will guide the team thoroughly.

## Scheduling Tool

The team will use ***Project Libre*** to plan and record the project's progress by activities and phases. Based on the team schedule and the project scope, the project will be divided into five main phases:

1. **Plannings**

During this phase, the team defines the project's goals, requirements, scope, and objectives. The team then uses this information to develop a high-level project plan and a specific Sprint plan describing each sprint's activities and objectives.

1. **Analysis and Design**

During this phase, the team evaluates the system analysis and detailed design identified in the planning phase. The primary goal of this phase is to create necessary system requirements that will guide the development team in creating the software.

1. **Development**

During this phase, the team will write codes and create the web app according to the created system analysis and detailed designs.

1. **Implementation**

During this phase, the team will test the system using functional and performance testing to ensure the web app works appropriately based on the client's needs. The team will create necessary documents in this phase, such as the user manual for the Closeout phase.

1. **Closeout**

This phase will be the last phase of the project, wherein the team will hand over the system to the client.

## Schedule Milestones

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined, this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| **Project Start** | 03/30/2022 |
| **Planning**   * Midterm Presentation (Sprint 1) * Final Presentation (Sprint 2) | 03/05/2022  04/06/2022 |
| **Analysis and Design**   * Pre-midterm presentation (Sprint 3) * Midterm Presentation (Sprint 4) * Final Requirement (Sprint 5) * Pre-final Presentation (Sprint 5) * Final Presentation (Sprint 6) | 09/23/2022  09/28/2022  10/03/2022  10/28/2022  11/02/2022 |
| **Development**   * Initial Release 1 Prototype * Release 2 * Release 3 * Pre-midterm Presentation (Sprint 7) * Midterm Presentation (Sprint 8) * Final Presentation (Sprint 9) | 08/22/2022  08/28/2022  01/12/2023  01/09/2023  01/13/2023  03/03/2023 |
| **Implementation**   * Midterm Presentation (Sprint 10) * Final Presentation (Sprint 11) | 05/04/2023  06/26/2023 |
| **Close-out**   * System and Documentation Handover * Gain Formal Acceptance * Project Close out meeting | 06/05/2023  06/13/2023  06/25/2023 |

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# Schedule Control

Schedule Control is essential for project success and requires collaborative work from all team members and stakeholders. To ensure the schedule is under control, different roles and responsibilities for schedule development are as follows:

1. **Project Manager**

responsible for developing and maintaining the project schedule, communicating progress to stakeholders, identifying, and managing schedule-related risks and issues, and updating the schedule as needed.

1. **Product Owner**

works with the Project Manager and Scrum Team to ensure project deliverables align with the schedule, prioritize requirements according to the schedule, and provide input on changes to the schedule.

1. **Scrum Master**

ensures the team follows the schedule and Scrum framework, manages schedule-related risks and issues, and works with the Project Manager and Product Owner to ensure the project progresses according to the schedule.

1. **Scrum Team**

develops project deliverables according to the schedule, communicates schedule-related risks or issues to the Project Manager and Scrum Master, and adheres to the schedule.

1. **Documentation Manager**

ensures project documentation aligns with the schedule and provides updates on any changes to the schedule.

1. **Stakeholders**

accept project deliverables as defined by the schedule and provide input on changes to the schedule.

1. **Class Adviser and Project Adviser**

provide guidance on managing the project schedule and ensure alignment with relevant requirements and goals.

To control the project schedule, it will be monitored, reviewed, and revised as needed, and the team will participate in updates and meetings, collaborate on changes, and resolve schedule variances. The Project Manager will update the client on the schedule status and submit any schedule change requests for approval.

# Schedule Changes and Thresholds

The boundary conditions will be thoroughly discussed by the team with the project client. The team will monitor the project schedule as the project progresses, this includes all the changes made outside of the original plan. The team will then identify if these changes exceed the boundary conditions and thresholds and how much it will affect the project schedule. If the project manager determines the changes go beyond the boundary conditions and does not meet the change threshold, a schedule change request will be created. The changes that do not meet the threshold will be discussed with the project sponsor for approval. Once the change request is approved, the project manager will be in charge of modifying the schedule and communicating any changes and their effects on the plan. The project manager must also let the project team, project sponsor, and stakeholders know about the changes that have been accepted.

# Scope Change

The team needs to document all scope changes, including the reason for the change, the impact on the project, and any changes to the project schedule or budget. Update the project plan to reflect any scope changes. Communicate all scope changes to stakeholders, including the impact on the project's budget, schedule, and quality. Be transparent about the reasons for the change and the expected outcomes.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

Hon. Michelle Ann Odevilas

Barangay Captain