

SCHEDULE MANAGEMENT PLAN
RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT
DOCUMENTATION PAPERS SUBMISSION

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INTRODUCTION

The schedule management plan plays an important part in project management. This document covers the approach used by the team in schedule management, how the team will respond to changes, and the procedure by which the team will manage the project timeline. This plan will ensure that the project will be finished within the set timeline and how the team may react to deviations in events.

SCHEDULE MANAGEMENT APPROACH

For this project, the schedule will be managed using the project management software, Open Project. Open Project will assist the team in scheduling and setting the duration of tasks as work packages in the project. The tool can also be utilized to visualize the schedule as a Gantt chart, making it easier to keep track of the individual work packages. Development of the schedule will be the responsibility of all members of the team. The project manager will lead schedule planning meetings and individual members will give their input and feedback during the meeting to gain the insight of all members.

SCHEDULE CONTROL

As the project follows a mixture of PMBOK and Agile methodology, control on the project schedule varies depending on the phase that the project is in. During initialization and planning, the team more closely follows a PMBOK practice so long-term schedules are set at the beginning of each phase based on the timeline set by the project sponsor. On the other hand, the execution phase follows Agile methodology more, which is why the team uses Scrum sprint practices. Schedules are set for short term periods, specifically three-week sprints. The schedules for each sprint are set at the beginning of the sprint during the sprint planning meeting. Schedules are reviewed at the end of each sprint during the sprint review and sprint retrospective meetings where feedback from the members is taken. Updates on the schedules are then done at the next sprint planning meeting with the feedback in mind from the review and retrospectives.

Role	Responsibilities
Project Manager	Facilitates scheduling meetings and communicates with the stakeholders.
Development Team	Gives their insight and feedback on the schedules set. They can also change schedules and durations of tasks on the Open Project schedule.
Stakeholders	Can give the development team their feedback on the project's development and schedules.

SCHEDULE CHANGES AND THRESHOLDS

The project's planned schedule is designed to adhere to the timeline set by the project sponsor, the schedule may be subject to change. For example, if unexpected events were to occur or if a false estimation may have been made during the initial planning. In such cases, great changes to the schedule must first be requested of the project sponsor. After the request has been acknowledged and permission for change has been granted, only then is the team allowed to update the set dates on the schedule.

SCOPE CHANGE

As the project's scope may be subject to change for one reason or another, re-baselining of the schedule will follow the modification. Once the scope has been altered with approval from the project sponsor, the team will follow the following steps and adjust the schedule accordingly:

1. Estimation of Effort

The amount and difficulty of any additional work to be done will be quantified for ease of understanding within the team. Estimation will be done in a meeting with the team that will involve active and open discussion with the members. Factors like complexity and available resources will be considered for the new tasks.

2. Estimation of Time

Once the difficulty of the work has been assessed and communicated, the team will then create an estimate of the amount of time needed to complete the task. This will be done with the team's currently active tasks and skill level in mind to set a realistic goal for the new task.

3. Schedule Fitting

After the difficulty and estimated duration of any new tasks have been set, changes into the schedule may now begin. The team will integrate the additional tasks into the schedule and adjust it as needed.

4. Sponsor Approval

The new schedule will be presented to the project sponsor for validation. Only after approval will the new tasks be finalized in the project schedule and hence officially be part of the latest schedule.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Manuel Sebastian S. Sanchez
Asia Pacific College – PBL Coordinator

Date: _____