**The Project Work Plan**

The work plan: It is a schedule that records, clarifies and tracks all the tasks that must be accomplished over the duration of the project.

For the project manager, who must collect important details about the project tasks, from the period that each task will take, as well as the tasks that he loves to accomplish.

**->The importance of the project plan:**

Using it, the project manager can tell whether the project is ahead of or behind schedule, how well the project was estimated, and what changes need to be made to meet the project deadline.

**• the work plan is a table that lists:**

• All tasks in the work break-down structure.

• People who are assigned to perform the tasks.

• Actual hours that the tasks took (duration of the task).

• Variances between estimated and actual completion times.

• Current statuses of the tasks (open or complete).

• Key milestones, or important dates.

• The priority of performing tasks that are dependent on other tasks, which occur when one task cannot be performed until another task is completed.

->**Developing the Work Plan:**

**--Identify Tasks:**

-Using a specific method to create the project plan.

-For the project manager, he can use his method and determine the steps and deliveries that apply to the project and add them to the work plan.

**.As for the project division structure**:

it’s called decomposition because you’re breaking down the massive project scope statement into smaller, more manageable components.

-High level tasks are identified, then they are divided into sub-tasks.

-Each step is divided and numbered in a hierarchical way, and it represents the backbone of the project.

**\*Gantt Chart:**

A Ganttchart is a horizontal bar chart showing the start and end dates of each task within a project.The tasks are shown sequentially.