Best practices for the use of Lagtime in a project schedule. Add Lag time when:

* Time must go by without a work or cost applied to the time. Lag is considered to be wait time like a delivery of equipment or concrete hardening.
* You would like to add slack into the schedule to extend the timeline to allow for possible contingencies during project execution.
* You would like to add wait or cushion time between phases of a project
* You would like to add wait time between parallel sections of a project to allow others to catch up.
* Lag time may also be expressed in elapsed time to allow nights and weekends to be included
* Planning the work for a factory crew. For example: the crew needs to be at work for 9 hours but 8 of that is actual work. The remaining hour is meal and breaks. Use Lag to extend the time for the work of the crew to accommodate breaks.

Use lead time when the schedule needs to be shortened. More resources will be needed to accomplish the tasks. Lead time can increase risk of re-work and could increase cost for tasks.

Best practices for the use of Lead time in a project schedule:

* Piece work – when X number of items or time has been completed, giving the completed work to the next group to start their work.
* Testing – when X percentage of the testing is completed and successful, giving the completed work to the next group to start their work.
* When it is not necessary for the predecessor task to achieve 100% completion before starting the successor task.