SCHEDULE MANAGEMENT PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES

ASIA PACIFIC COLLEGE

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR PROJECT MANAGEMENT
PROJMAN

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INTRODUCTION

The Chubby Gourmet e-commerce web application project is a strategic initiative that seeks to provide a robust platform for food enthusiasts to explore and purchase food items online and to help the business solve its business needs. To achieve the project's objectives, effective management practices, including proper planning, execution, and control, are essential.

Schedule management is a critical component of project management, which ensures that the project is delivered within the agreed timeline and budget. A well-crafted schedule provides a roadmap for the project team, enabling them to prioritize resources and tasks effectively.

This Schedule Management Plan for the Chubby Gourmet e-commerce web application project outlines the approach to managing the project schedule, including schedule control, changes, and thresholds, and scope changes. This serves as a reference document that provides a framework for the project team to adhere to the agreed-upon schedule management process.

SCHEDULE MANAGEMENT APPROACH

The schedule management approach outlines the general framework for creating and managing the project schedule for the Chubby Gourmet e-commerce web application. The approach includes the scheduling tool/format, schedule milestones, and schedule development roles and responsibilities.

Scheduling Tool/Format

The schedule management approach for this project will utilize OpenProject as the scheduling tool. OpenProject offers a comprehensive set of features, including a Work Breakdown Structure (WBS) for task breakdown, a Gantt chart for visualizing the schedule, task dependencies and relationships for logical sequencing, resource allocation and tracking, milestone tracking, baseline creation and tracking for deviations, collaborative updates and communication, and reporting and analysis capabilities. By leveraging OpenProject, the project team can effectively plan, track, and manage the project schedule, ensuring timely delivery of tasks, identifying critical path activities, and facilitating collaboration among team members.

Schedule Development Roles and Responsibilities

The success of the project schedule depends on the project team's collaboration and communication. The roles and responsibilities for schedule development include the project manager, project team, project sponsor, and project stakeholders.

- Project Manager
  The Project Manager is responsible for overseeing the schedule development process. They collaborate with the team to define project milestones, tasks, and dependencies. They ensure that the schedule aligns with project objectives, constraints, and

stakeholder expectations. The Project Manager also assigns resources and establishes the baseline schedule.

- Project Team
  The project team members actively contribute to the schedule development process. They provide input on task durations, dependencies, and resource availability. They collaborate with the Project Manager to ensure that the schedule accurately reflects the project scope and requirements. Team members are accountable for delivering their assigned tasks within the defined timelines.

- Project Sponsor
  The Project Sponsor plays a crucial role in schedule development. They provide strategic guidance and support to the Project Manager and the project team. The Project Sponsor ensures that the schedule aligns with the overall project objectives and is feasible within the given constraints. They review and approve the final schedule, providing valuable input and insights.

SCHEDULE CONTROL

The schedule control section defines how the Chubby Gourmet e-commerce web application project's schedule will be managed throughout its duration. This includes the frequency of updates, schedule reviews, communicating the schedule and progress, and roles and responsibilities related to schedule control.

Frequency of Updates and Schedule Reviews
The project schedule will be updated regularly to reflect progress made, changes in project scope or requirements, and other factors that may impact the project schedule. The project team will meet every Monday to review and update the project schedule, ensuring that it aligns with the project objectives and timelines. However, any changes to the project schedule will be communicated promptly to all stakeholders, including the project sponsor and project stakeholders.

Schedule Control Roles and Responsibilities
The success of schedule control depends on clearly defined roles and responsibilities.

- **Project Manager**
  The Project Manager plays a crucial role in schedule control. They oversee the monitoring and tracking of project progress against the baseline schedule. The Project Manager identifies schedule variances, analyzes their impact, and initiates appropriate corrective actions to address any deviations. They communicate schedule updates and changes to stakeholders and ensure that the project remains on track.

- **Project Team**
  The project team members are responsible for reporting their task progress and providing timely updates on their activities. They notify the Project Manager of any delays, obstacles, or potential schedule risks. The team members actively collaborate to address schedule issues and implement necessary adjustments to maintain the project's timeline.

- **Project Sponsor**
  The Project Sponsor and other key stakeholders are involved in schedule control by providing support and guidance. They review and approve any proposed changes to the schedule, taking into account the impact on project objectives and deliverables. They are informed of schedule performance, variances, and any necessary adjustments to ensure alignment with overall project goals.

SCHEDULE CHANGES AND THRESHOLDS

This section outlines the process for managing schedule changes and sets the boundaries for changes to the project schedule. The section covers the approval process for schedule changes and the threshold for significant schedule changes.

Schedule Change Request
The project sponsor will establish the schedule parameters within which the project is expected to operate. Any event that may potentially cause a schedule change exceeding these boundaries must have a schedule change request submitted for approval. The change request will identify the reason for the change, the impact on the project schedule, and any associated risks. The project manager will be responsible for submitting the schedule change request to the project sponsor for approval.

Schedule Change Approval
The project sponsor will review and approve schedule change requests based on the established criteria. The project sponsor will consider the reason for the change, the impact on the project schedule, and any associated risks when making their decision. If the schedule change is approved, the project manager will update the project schedule and communicate the changes to the project team, stakeholders, and other relevant parties.

Schedule Change Threshold
For the Chubby Gourmet e-commerce web application project, a change threshold of 10% will be used. This means that any schedule change that impacts the project schedule by more than 10% must be approved by the project sponsor before the change can be implemented. This threshold will help to ensure that significant schedule changes are carefully considered and that the project remains on track.

SCOPE CHANGE

This section outlines the process for managing scope changes and the impact on the project schedule. The section covers the process for evaluating the impact of scope changes and the steps for re-baselining the schedule if necessary.

Scope Change Evaluation
Approved changes to the project's scope may result in the need to re-baseline the project schedule. These scope changes may include new deliverables or requirements that were not previously considered as part of the original schedule's development. When a scope change is proposed, the project manager and team must evaluate the impact of the change on the project schedule, resources, and budget. The project team will consider the impact on the schedule, identify any critical path changes, and adjust the schedule as needed.

Re-Baselining the Schedule
If the evaluation indicates that the scope change will have a significant impact on the project schedule, the project manager will initiate the re-baselining process. This process includes updating the project schedule with the approved changes and obtaining approval from the project sponsor. The project manager will work with the project team to update the schedule and ensure that any changes are communicated to stakeholders and other relevant parties.

Scope Change Approval
The project sponsor will review and approve scope changes based on the established criteria. The project sponsor will consider the impact on the project schedule, resources, and budget when making their decision. If the scope change is approved, the project manager will update the project schedule, obtain the necessary approvals, and communicate the changes to the project team and stakeholders.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____
Ms. Priscilla Mariano
Business Owner