

SCHEDULE MANAGEMENT PLAN
TRACKING ACTIVITY PROJECT MANAGEMENT

ASIA PACIFIC COLLEGE
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April 27, 2023

TABLE OF CONTENTS

INTRODUCTION	2
SCHEDULE MANAGEMENT APPROACH	2
SCHEDULE CONTROL	4
SCHEDULE CHANGES AND THRESHOLDS	4
SCOPE CHANGE.....	6

1. INTRODUCTION

Effective schedule management is essential for any project to succeed. The schedule management plan serves as a critical tool for project managers to ensure that projects are completed on time, within budget, and with the required quality standards. The plan outlines the approach, methods, and tools that will be used to develop and manage the project schedule. It defines the roles and responsibilities of the project team members involved in schedule management, and it establishes the procedures for monitoring and controlling schedule progress.

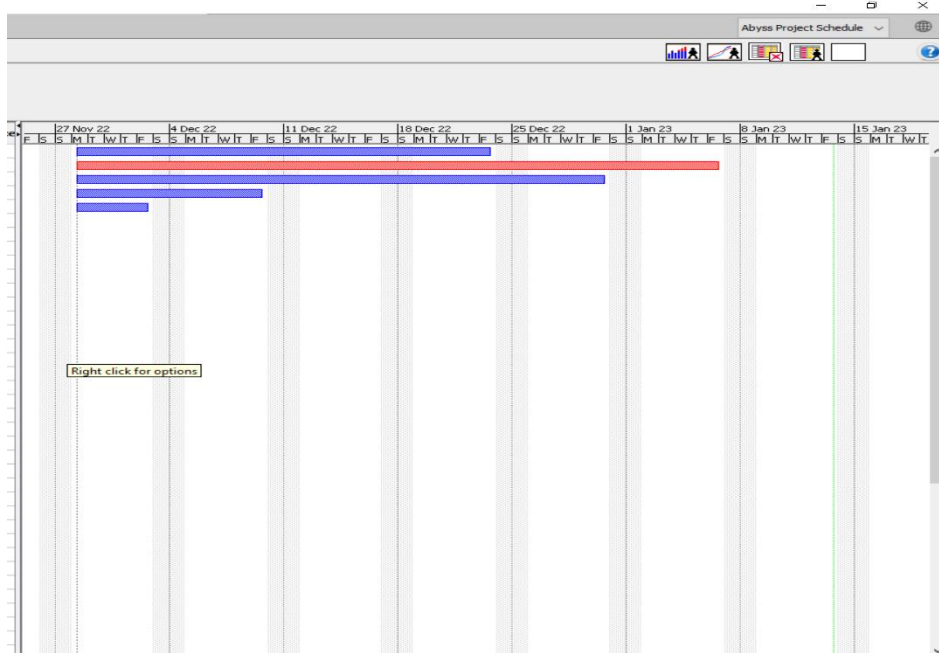
In this document, we will provide a general description of the items that should be included in the schedule management plan. These items will be described in more detail in subsequent sections of the plan, where we will outline specific procedures and techniques for managing the project schedule.

2. SCHEDULE MANAGEMENT APPROACH

2.1 Scheduling Tool

The scheduling tool that the team used is Project Libre. Shown below are the milestones and schedules of the team in making the project documents and system.

[illegible]



2.2 Roles and Responsibilities

Shown below are the roles and responsibilities of the members in creating this project.

NAMES	ROLES	RESPONSIBILITES
Mr. Jayvee Cabardo	Project Adviser	Gave ideas for improvement and shared knowledge regarding the project.
Noreen Keziah Sioco	Project Leader	In charge of leading the team in creating the project.
Joseph Adrian Lebag	Front-end Programmer	In charge of programming the front-end of the system.
Jose Norberto Verde	Back-end Programmer	In charge of programming the back end of the system.
Mark Gerald Giba	UX/UI Designer	In charge of creating the system's design.
Bea Angeline Cruz	Documentation	In charge of documenting the projects process.

3. SCHEDULE CONTROL

PLAN	SCHEDULE
Project Start	June 7, 2022
Project Client Search	June 9, 2022
Project Document	June 11, 2022
Project Design	January 6, 2023
Project System	January 9, 2023
Project Presentation	February 4, 2023
Business Case	April 20, 2023
Project Charter	April 21, 2023
Stakeholder Analysis	April 21, 2023
Scope Management Plan	May 2, 2023
Cost Management Plan	May 2, 2023
Time Management Plan	May 2, 2023
Work Breakdown Structure	May 2, 2023
Project Management Documentation	May 3, 2023

SCHEDULE CHANGES AND THRESHOLDS

PLAN	SCHEDULE	POSSIBLE CHANGES
Project Start	June 7, 2022	This may not be a feasible start date depending on the availability of resources and stakeholders. You may need to adjust this date to a later time if necessary.
Project Client Search	June 9, 2022	No possible changes.
Project Document	June 11, 2022	Changes if the project will continue.
Project Design	January 6, 2023	Depending on the complexity of the project, the design phase may take longer than expected. You may need to extend the duration of this phase or allocate more resources to it.
Project System	January 9, 2023	Similar to the design phase, the system phase may require more time or resources depending on the project's complexity.

		You may need to adjust the timeline accordingly.
Project Presentation	February 4, 2023	The presentation date may need to be adjusted if any of the preceding tasks take longer than expected.
Business Case	April 20, 2023	The business case may need to be revisited and updated throughout the project. You may need to allocate more time for this task or schedule multiple reviews.
Project Charter	April 21, 2023	The project charter may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule multiple reviews.
Stakeholder Analysis	April 21, 2023	Similar to the project charter, the stakeholder analysis may need to be revisited and updated throughout the project. You may need to allocate more time for this task or schedule multiple reviews.
Scope Management Plan	May 2, 2023	The scope management plan may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule multiple reviews.
Cost Management Plan	May 2, 2023	The cost management plan may need to be revised based on the project's progress or

		changes in budget. You may need to allocate more time for this task or schedule multiple reviews.
Time Management Plan	May 2, 2023	The time management plan may need to be revised based on the project's progress or changes in schedule. You may need to allocate more time for this task or schedule multiple reviews.
Work Breakdown Structure	May 2, 2023	The work breakdown structure may need to be revised based on the project's progress or changes in scope. You may need to allocate more time for this task or schedule multiple reviews.
Project Management Documentation	May 3, 2023	Depending on the scope of the project, the project management documentation may require more time or resources. You may need to adjust the timeline accordingly.

SCOPE CHANGE

The project has undergone approved changes that are all related to the system and its functionality. These changes include the addition of a space bar and the capability to add subtasks to the system. The primary aim of these changes is to enhance the usability and functionality of the system. Overall, the approved changes are expected to improve the user experience and the efficiency of the system, which will ultimately contribute to the success of the project.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Mr. Jayvee M. Cabardo
Project Development Office Director

Date: _____