Time Management Plan

Project Name: Research of Cyber Security Risks Analysis in
Remote Working

Project Number: 01

Prepared By: Sriyantha Deepal

Contents

MANAGEMENT APPROACH

This time management plan's goal is to define the criteria and activities for designing, monitoring, and controlling the project schedule. After this plan is authorized, no schedule changes will be permitted until a change request is processed in line with the change management plan's procedures. The project manager will be in charge of the entire schedule management. The people listed below will be responsible for the following time management tasks:

Table 1: Time Management Responsibilities

Roles	Responsibilities
Project Manager	Monitoring the project schedule. Verify the project schedule.
Project Scheduler	Assign the proper time for each activity in the project. Develop the Gantt chart.
Project Team Lead	Monitoring whether project scope activities are completed on time.
Project Team Members	Complete the assigned activity before the given time.

SCHEDULING METHOD

The critical path method (CPM) will be used to create the project. The critical path approach assesses the amount of scheduling flexibility on the logical network paths within the schedule model and calculates the minimum project length. The Kanban framework will also be used for schedules. It will aid in evaluating the project workload and prioritizing tasks based on what should begin first, what can wait, and the difficulty of each activity.

SCHEDULING TOOL

The Gantt chart will be created using the online web application tool instagantt. It can gain access to a restricted set of people. As a result, only the project manager, project scheduler, and team leader have access to this tool. Only the project manager and project scheduler have the authorization to alter or modify it.

The process for establishing the project schedule is described in this part and the subsections below. The project scheduler will begin schedule development by adding deliverables from the project work breakdown structure to the schedule. The work breakdown structure (WBS) can be found in the scope management plan.

DEFINE ACTIVITIES

Activity List

Planning the Research

- Define the scope
- Cost budgeting
- Assess the project risk
- Approve the project

Conducting the Research

- Plan the survey questions
- Create the survey
- Define the sample
- Find the participants
- Gather data
- Analyze the data

Closeout the Research

- Interpret the information
- Provide recommendations
- Closeout the project

Milestones

1. Approve the project
2. Gather data
3. Closeout the project

The practice of finding and recording linkages between project tasks is known as activity sequencing. The precedence diagramming method is used for sequencing (PDM).

Schedule Constraints

Planning the Research

- Define the scope   2022/08/06 – 2022/08/08
- Cost budgeting   2022/08/08 – 2022/08/10
- Assess the project risk   2022/08/10 – 2022/08/12
- Approve the project   2022/08/12

Conducting the Research

- Plan the survey questions   2022/08/12 – 2022/08/13
- Create the survey   2022/08/14
- Define the sample   2022/08/15
- Find the participants   2022/08/16 – 2022/08/26
- Gather data   2022/08/26 – 2022/08/31
- Analyze the data   2022/08/31 – 2022/09/08

Closeout the Research

- Interpret the information   2022/09/09
- Provide recommendations   2022/10/10
- Closeout the project   2022/10/10
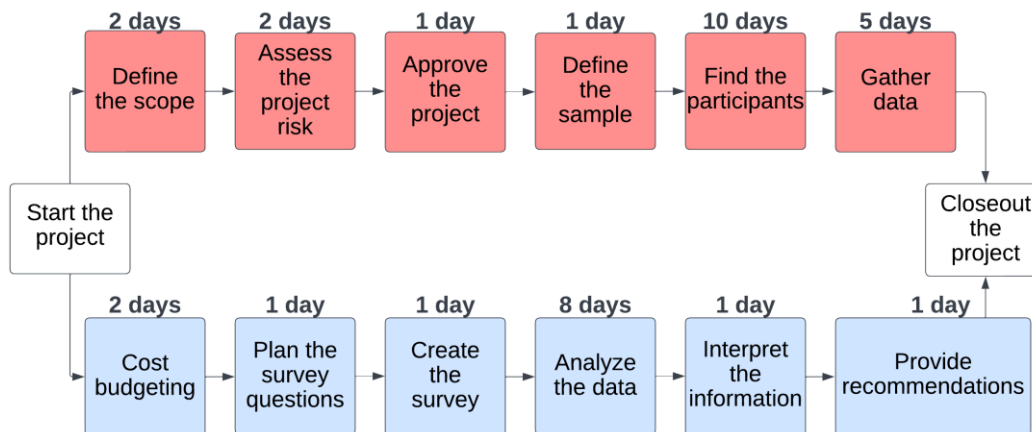
Precedence Diagram/Critical Path Analysis

Figure 1: Critical Analysis Path

DEVELOP SCHEDULE

Creating the project schedule model entails examining activity sequences, durations, resource requirements, and scheduling limitations. The project researcher and project manager examine and validate the schedule after it has been developed initially. The scheduling model is presented in the form of a Gantt chart.
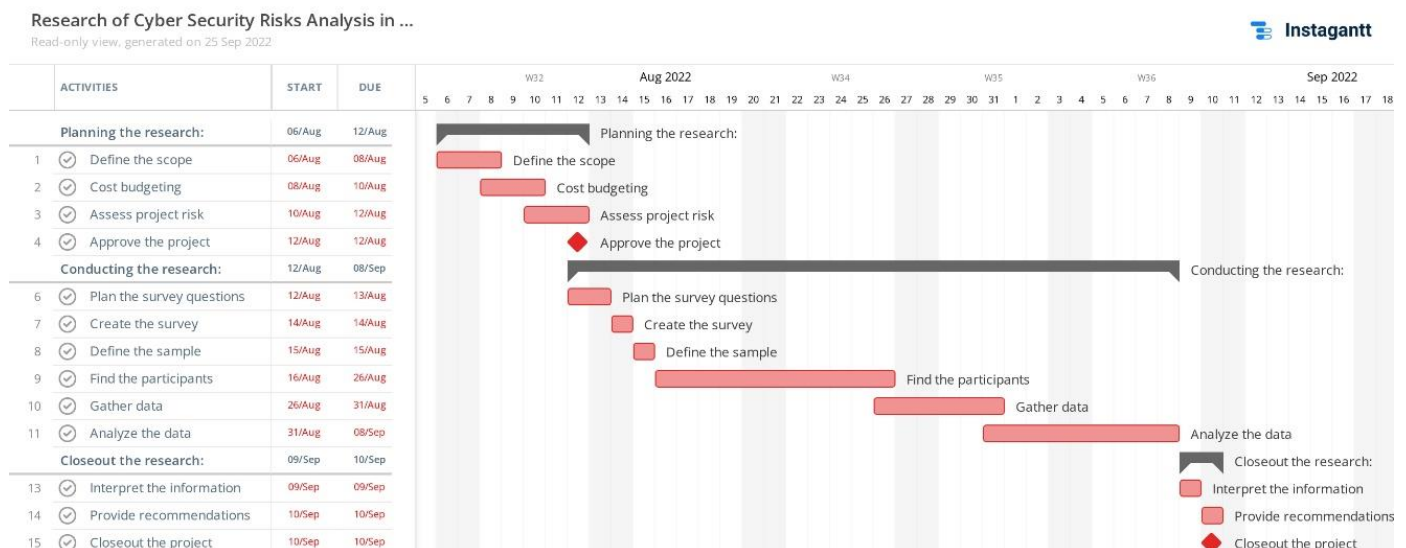
GANTT CHART

Figure 2: Gantt Chart

CONTROL SCHEDULE

Controlling the schedule entails monitoring the state of project operations to update project progress and manage changes to the timetable baseline to meet the plan's objectives. The project scheduler and project manager will be in charge of this.

REPORT SCHEDULE

Every Monday, the project manager will review and update the project schedule. Members of the project team will supply the project manager with actual performance and completion information on these dates. The project manager will compare the actual data to the baseline schedule and calculate completion percentages and variations. The project manager will distribute the actual schedule information by the communication management plan's terms. If necessary, the project manager will meet with members of the project team to discover the reason for any variances and to discuss possible remedial steps. If adjustments to the schedule are required, the project manager will submit a change request by the change management plan.

PLAN APPROVAL

By signing below, I, Sriyantha Deepal in my capacity as Project Manager approve this Time Management Plan.

Name: Sriyantha Deepal

Title: Project Manager

Sriyantha   2022/08/05

Signature   Date Approved