

Schedule Instructions:

The most important part of your Project Plan is schedule, because we mark your deliverables in conjunction to dates set in there.

For example, if someone presents their analyses passing the date set in your schedule, marks would be deducted. More late you are, more marks are deducted. (Full explanations are provided in Web Project Instructions).

Below are some useful instructions that will help you designing your first project schedule:

1. It is not advised to allow “studying time” or “case reading time” in your schedule. Discussion on the first task should start immediately after Project Plan is delivered. Some of you will read Chapter 2 and the Case study on the very first day, some will read it a day later, but the schedule should allow immediate discussion with no gaps and idle time.
2. Do not schedule time for discussing your case in general. Your tasks are given to you and each task carries certain points, you will not be marked on discussion that is outside your scope.
3. You should mainly set you schedule based on given tasks, however do not write Task 1 or Task 2 in your schedule but provide the full task description (question asked).
4. Do not organize your schedule by objectives but by movies as you are not analysing objectives but proposed projects.
5. Think carefully about the timeframe for your tasks, for example if you all have to provide analyses and justification on all 7 movies by all objectives, then you cannot schedule one day for this task.
6. Project Managers should read the Chapter 2 and the Case study before setting a schedule as timeframe will depend on a difficulty of each task.
7. Please do not forget to include your **Task 3. Discuss the value of using this kind of approach to select and prioritise projects** in your Project Plan. This task is requires only general theoretical discussion, hence you should not allow long time for its completion.
8. In each task after individual analyses are delivered you must reach agreements and project managers should post an agreed summary before you move ahead with the next task. Please allow enough time for group discussion and reaching

agreements task by task.

9. Do not allow too long for reviewing and completing the report. You don't need more than 1-1.5 days for this in Project 1. It is important to allow time for discussion, as it could take some time to reach an agreement on the Evaluation Form. Project Report is solely project manager's duty.
10. You should also provide a print-screen of your project schedule so it is easy for everyone to know when to post. In your Moodle text editor use insert/edit picture button to embed your file/picture. (Use this button in all cases as attachments should not be used except for Project Plan and Project Report documents)
11. You can present your schedule as a table with all tasks clearly written, dates and responsibilities. Or you can do it as a Gantt chart if you are familiar with it.

For any further question please use Q&A forum or email your demonstrators.