



Concordia University

Engineering and Computer Science

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SOFTWARE PROJECT MANAGEMENT

TOPIC ANALYSIS AND SYNTHESIS - FALL 2023

**How do I keep my project from slipping? If it does, how do I
recover its schedule?**

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1. Abstract

The act of missing deadlines or milestones when managing a task or sequence of tasks is called Project slippage. This can happen during the project planning or requirement elicitation stages or during execution, resulting in a delay between the scheduled timeline and the actual completion dates. Managing project schedules is a critical aspect of successful project delivery. Delays and schedule slippages can have cascading effects on project timelines, resource allocation, and overall project success. This report addresses strategies for preventing and recovering from project slippage. Effective schedule management involves proactive tracking, quick response to adverse variances, and close monitoring of schedule performance. The report emphasizes the importance of early detection of scheduling problems and provides insights into managing critical path activities. It also discusses recovery options, including the use of contingency plans, revising dependencies, and escalating severe issues to project sponsors. Clear and honest communication is highlighted as a crucial element in managing schedule problems, with a focus on regularly updating stakeholders on the status of schedule-related issues and the actions being taken to address them.

2. Introduction

2.1 Motivation

In the dynamic field of project management, the efficient orchestration of tasks and adherence to schedules are paramount for successful project delivery. The motivation behind this report stems from the recognition that despite meticulous planning, projects may encounter unforeseen challenges that can jeopardize established timelines. To navigate these challenges, a proactive and strategic approach to schedule management is crucial. This report seeks to explore effective techniques and strategies that project managers can employ to not only prevent schedule slips but also recover and realign project timelines when faced with unexpected setbacks.

2.2 Problem Statement

The core problem addressed in this report revolves around the management of project schedules. Project managers often grapple with the dual challenge of foreseeing potential scheduling issues and responding promptly to adverse variances. Unanticipated obstacles, such as delays in critical project activities, can threaten project deadlines and overall success. The problem at hand is how to detect and address these scheduling problems early on, preventing them from escalating into major setbacks. Additionally, the report addresses the need for transparent communication in managing schedule issues, recognizing that effective communication is integral to successful problem resolution.

2.3 Objectives

This report endeavors to achieve a multifaceted set of objectives aimed at enhancing the efficacy of project schedule management. Firstly, it seeks to elucidate proactive schedule management techniques, equipping project managers with the skills to anticipate and address potential challenges before they escalate. Secondly, the report aims to establish robust methods for monitoring schedule variances, emphasizing the importance of collecting timely information on current and upcoming work. Thirdly, it

delves into the intricacies of managing the critical path, offering strategies to determine and recover from delays affecting vital project activities. Lastly, the report underscores the significance of effective communication, providing guidelines for transparent reporting of schedule problems in project status updates. Through the pursuit of these objectives, the report aspires to empower project managers with a comprehensive toolkit to not only prevent schedule slips but also navigate and recover from unforeseen setbacks, ultimately contributing to the overall success and timely completion of projects.

3. Methodology

4. Results

5. Conclusion

References

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