

**SCHEDULE MANAGEMENT PLAN**  
**BREGGHAN SALES AND STOCK TRACER RESPONSIVE WEB APPLICATION**

**BREGGHAN MINI GROCERY STORE**  
**MT. MAKILING STREET**  
**MAKATI CITY, 1201**

**DATE**  
**APRIL 22, 2023**

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## **INTRODUCTION**

The Schedule Management Plan offers instructions for creating, tracking, and managing the project schedule. It contains details on the creation of the schedule, the identification of project milestones, the tracking and reporting of progress, and the management of schedule adjustments. The schedule management plan will also include on how the team will monitor the project's schedule and manage the changes with accordance to the approved baseline schedule.

## **SCHEDULE MANAGEMENT APPROACH**

The purpose of this schedule management approach is to create an outline for the processes that will be used for the project. This section of the paper will also make sure that the project will be completed on time, within the given budget, and the features and requirements of the client are met. The roles and responsibilities of each member are also stated in this section as well as the milestones for the completion of the project.

### **Roles and Responsibilities:**

- Project Manager: responsible for the project management and schedule management.
- Project Team: responsible for the completion of the tasks that are assigned within the given timeframe.
- Team Scheduler: responsible for maintaining the schedule and its development.
- Project Sponsor: reviews the proposed schedule and will approve the final schedule of the project.
- Project Stakeholder: reviews the proposed schedule and will aid in the project's validation.

### **Project Milestones:**

- Scope statement and WBS/WBS Dictionary
- Project schedule
- Project kickoff meeting
- Roles and Responsibilities of each member
- Project implementation
- Completion of final deliverables

## **SCHEDULE CONTROL**

The schedule control will assure that the schedule is being followed and maintained by the team with accordance to the project's progress. The procedure that the team will incorporate to manage the schedule control for the project is the schedule reporting.

The team's project schedule will be constantly monitored by the project manager and the stakeholder. With this, any changes will be constantly reviewed. In addition, the project manager is also responsible for the updates with regards to the meetings, reports, and schedule.

The project team is also responsible for the weekly updates with coordination to the project manager. Furthermore, they are the ones that will communicate any changes of dates to the project manager.

The project stakeholder is responsible for maintaining awareness of the project schedule and will review or approve any changes that might occur in the future with collaboration to the project manager.

The process of the team in order to control the schedule of the project is by using a schedule reporting. This will be done in a weekly basis and should follow the following:

- Report of the members stating the percentage of their task completion
- Project completion date

## **SCHEDULE CHANGES AND THRESHOLDS**

All the changes that will occur or raised will be reviewed by the project manager and will request for a meet with the team and the stakeholder for the evaluation of the change. With these, before a change is implemented, its effects on the project schedule and other project parameters must be assessed. After the assessment of the change, the project manager will determine if the changes should be addressed and will proceed to the submission of the schedule change request.

Submittal of a schedule request change request to the project stakeholder for approval is required if either of the following conditions is true:

- The proposed modification will either result in an individual work package's duration increasing or decreasing by 10% or more.
- If the approach will reduce or increase the project's duration with regards to the schedule by 10%.

With the establishment of processes and thresholds for the schedule changes, the team will have control over the project's progress. Furthermore, having these will ensure that all the changes will be monitored, reviewed, and will be addressed in a timely manner.

## **SCOPE CHANGE**

All of the changes in project scope that are approved by the project sponsor, will require the team to assess the effect of the scope change in the current schedule. The proposal of a change would be possible is when a problem develops in the project that necessitates a significant modification of the project scope. Furthermore, any change should be approached by the team with caution as any outcome would positively or negatively affect the project's progress. The changes can be raised by any team member and the project stakeholder must receive all the change request in a form of a project change request document.

## **SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:

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Ms. Devilyn Ligligen  
**Bregghan Mini Grocery Store Owner**

Date: \_\_\_\_\_