

SCHEDULE MANAGEMENT PLAN
BREGGHAN POINT OF SALE SYSTEM

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

DATE
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INTRODUCTION

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

SCHEDULE MANAGEMENT APPROACH

This schedule management approach creates an outline for the processes used for the project. This section of the paper will also ensure that the project will be completed on time, within the given budget, and the client's features and requirements are met. All changes to the project schedule will be communicated to the stakeholders promptly. To ensure that the project is on time and in adherence to the schedule, monitoring of the project should be implemented.

- Regular meetings are required for the team to discuss all the progress and address any issue that may arise.
- The assigned project manager will be responsible for the regular status reports to all stakeholders and the project sponsor for them to be informed about the project's progress.
- The assigned project manager will be responsible for monitoring the project's progress regarding the schedule, budget, issues, potential delays, and risk mitigation.
- The project team will utilize software on project management to attain a strong adherence to the deadlines.

SCHEDULE CONTROL

The schedule control will ensure that the schedule is being followed and maintained by the team in accordance with the project's progress. The procedure the team will incorporate to manage the project's schedule control is 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 in coordination with 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 in collaboration with the project manager.

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

- Report of the members stating the percentage of their task completion within a given time.
- Weekly team meetings
- Risk and mitigation strategies raised by the project team members
- Communication with stakeholders every week

SCHEDULE CHANGES AND THRESHOLDS

All the changes that will occur or be raised will be reviewed by the project manager, and he will request a meeting with the team and the stakeholders for the change's evaluation. 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 which can be found at the end of this document. Only the project manager can submit the schedule change request form to the stakeholder/project sponsor. Once done, the project manager must inform the project team members about the changes and must update the project schedule.

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 changes in project scope approved by the project sponsor will require the team to assess the scope change's effect 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 requests in the form of a project change request document.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Ms. Devilyn Ligligen
Bregghan Mini Grocery Store Owner

Date: _____