

SCHEDULE MANAGEMENT PLAN
SURVEILRAMS

ASIA PACIFIC COLLEGE
3 HUMABON PLACE, MAGALLANES
MAKATI CITY, 1232 METRO MANILA

APRIL 2023

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INTRODUCTION

Managing a project's schedule is one of the most important things to do. Discussed in this document are Schedule Management Approach, Schedule Control, Schedule Changes and Thresholds, and Scope Change. These must be elaborated as schedules are not always set in stone. There are unforeseen risks that might occur that could offset a project's schedule.

SCHEDULE MANAGEMENT APPROACH

Once a preliminary schedule has been produced, the project team will regularly review and update the schedule to ensure that the project stays on track. In addition to the project schedule, Earned Value Measures will be used to monitor and compare budgeted or scheduled progress against actual progress.

Any changes to the schedule will be communicated to all stakeholders in a timely manner. Regular monitoring and tracking of the project will be done to ensure adherence to the schedule.

- The team will also utilize project management software to facilitate task tracking and ensure that deadlines are met.
- The project manager will be responsible for monitoring the progress of the project against the schedule, identifying potential delays, and taking corrective action where necessary.
- The team will also hold regular status meetings to discuss progress and identify any issues that need to be addressed.
- The project manager will provide regular status reports to stakeholders, including the project sponsor, to keep them informed of the project's progress.

SCHEDULE CONTROL

Frequency of Updates and Reviews:

- The project schedule will be updated on a weekly basis by the project manager.
- A schedule review meeting will be held every week to review the progress of the project against the schedule.
- Any changes to the schedule will be communicated to the project team and stakeholders within 48 hours of being made.

Roles and Responsibilities:

- The project manager is responsible for maintaining and updating the project schedule, as well as communicating any changes to the team and stakeholders.

- To ensure optimal project management and successful project delivery, the project team must finish all the required deliverables on time.
- The project team is responsible for providing accurate and timely information to the project manager to help ensure the schedule is up-to-date and on track.
- Stakeholders are responsible for reviewing the project schedule and providing feedback or concerns to the project manager in a timely manner.

Communicating Schedule and Progress:

- The project manager will communicate the project schedule and progress to the project team and stakeholders on a regular basis.
- Progress reports will be provided weekly to stakeholders, highlighting any major accomplishments or issues that may impact the project schedule.
- The project manager will also provide a monthly schedule status report to stakeholders, which will include an updated schedule and any changes made during the month.

In conclusion, effective schedule control is critical to the success of the SurveiRams project. By establishing clear roles and responsibilities and maintaining open communication with the project team and stakeholders, the project manager can ensure that the project stays on schedule and within budget. The latest schedule can be found in Appendix A.

SCHEDULE CHANGES AND THRESHOLDS

Schedule changes and thresholds are critical elements of project management. It is essential to have a defined process in place to ensure that any schedule changes are well-documented and approved by the appropriate project stakeholders. Before making any changes to the schedule, the project team must complete the Schedule Change Request Form found in Appendix B. This form must include the proposed changes, justification for the changes, and the potential impact on the project's timeline, budget, and resources. The project sponsor must approve the schedule change request, and the updated schedule must be communicated to all relevant stakeholders. By following this process, the project team can ensure that all schedule changes are transparent, well-documented, and aligned with the project's goals and objectives.

The project manager is responsible for submitting a "Schedule Change" form to the project sponsor for approval before making any changes to the project schedule. Once approved, the project manager will update the schedule and communicate the changes and their impact to the project team and stakeholders. All change requests will be archived in the project records repository.

Commented [JB1]: Need schedule change form

SCOPE CHANGE

The team will need to evaluate the impact of any change in project scope that is authorized by the project sponsor on the present timetable. When an issue arises in a project that requires a substantial revision of the project scope, a change proposal can be considered. The team should approach any modification carefully given that the outcome could have a favorable or negative impact on the project's advancement. Any team member may request modifications, but they must be submitted in the form of a project change request document to the project stakeholder.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Date: April 2023

Mr. Jojo F. Castillo
Executive Director, Technical Services

Mr. Jose Manuel V. Garcia
Campus Architect

Appendices

Appendix A: Project Timeline

| WBS Code | Element Name | Start Date | End Date | Total days |
|------------|--|------------------|------------------|------------|
| 1 | SurveiRams System | 11-Apr-23 | 12-Aug-24 | 344 |
| 1.1 | Initiation | 11-Apr-23 | 12-May-23 | 24 |
| 1.1.1 | Create a Business Case | 11-Apr-23 | 24-Apr-23 | 10 |
| 1.1.2 | Conduct a Feasibility Study | 25-Apr-23 | 2-May-23 | 6 |
| 1.1.3 | Project Charter | 3-May-23 | 5-May-23 | 3 |
| 1.1.4 | Identify Stakeholders | 8-May-23 | 10-May-23 | 3 |
| 1.1.5 | Final Review | 11-May-23 | 12-May-23 | 2 |
| 1.2 | Develop a Project Plan | 15-May-23 | 12-Sep-23 | 86 |
| 1.2.1 | Project Description | 15-May-23 | 16-May-23 | 2 |
| 1.2.2 | Cost Management Plan | 17-May-23 | 30-May-23 | 10 |
| 1.2.3 | Schedule Management Plan | 31-May-23 | 8-Jun-23 | 7 |
| 1.2.4 | Scope Management Plan | 9-Jun-23 | 20-Jun-23 | 7 |
| 1.2.5 | Change Management Plan | 21-Jun-23 | 27-Jun-23 | 5 |
| 1.2.6 | Communications Mangement Plan | 28-Jun-23 | 30-Jun-23 | 3 |
| 1.2.7 | Risk Management Plan | 3-Jul-23 | 14-Jul-23 | 10 |
| 1.2.8 | Quality Management Plan | 17-Jul-23 | 21-Jul-23 | 5 |
| 1.2.9 | Procurement Management Plan | 24-Jul-23 | 28-Jul-23 | 5 |
| 1.2.10 | Human Resource Plan | 31-Jul-23 | 8-Aug-23 | 7 |
| 1.2.11 | Implementation Plan | 9-Aug-23 | 22-Aug-23 | 10 |
| 1.2.12 | Work Breakdown Structure | 23-Aug-23 | 5-Sep-23 | 10 |
| 1.2.13 | Consolidated Management Plan | 6-Sep-23 | 12-Sep-23 | 5 |
| 1.3 | Analysis | 13-Sep-23 | 10-Oct-23 | 20 |
| 1.3.1 | Cost Benefit Analysis | 13-Sep-23 | 26-Sep-23 | 10 |
| 1.3.2 | Project Risk Analysis | 27-Sep-23 | 10-Oct-23 | 10 |
| 1.4 | Design | 11-Oct-23 | 1-Apr-24 | 115 |
| 1.4.1 | Process Design | 11-Oct-23 | 7-Nov-23 | 20 |
| 1.4.2 | User Interface | 9-Nov-23 | 1-Apr-24 | 95 |
| 1.4.2.1 | Create User Authentication | 9-Nov-23 | 5-Dec-23 | 20 |
| 1.4.2.2 | Create Homepage | 6-Dec-23 | 12-Dec-23 | 5 |
| 1.4.2.3 | Create User Management Page | 13-Dec-23 | 19-Dec-23 | 5 |
| 1.4.2.4 | Create Profile Page | 2-Jan-24 | 10-Jan-24 | 7 |
| 1.4.2.5 | Create Incident Report Page | 11-Jan-24 | 24-Jan-24 | 10 |
| 1.4.2.6 | Create Log Details Page | 25-Jan-24 | 13-Feb-24 | 14 |
| 1.4.2.7 | Generate Analytics Insights Page | 14-Feb-24 | 12-Mar-24 | 20 |
| 1.4.2.8 | Compile into application for Android, IOS, Windows and Mac | 13-Mar-24 | 1-Apr-24 | 14 |
| 1.5 | Testing | 2-Apr-24 | 25-Apr-24 | 18 |

| | | | | |
|--------------|-------------------------------|------------------|------------------|-----------|
| 1.5.1 | System Test | 2-Apr-24 | 5-Apr-24 | 4 |
| 1.5.2 | User Acceptance Test | 8-Apr-24 | 16-Apr-24 | 7 |
| 1.5.3 | Unit and Integration Testing | 17-Apr-24 | 25-Apr-24 | 7 |
| 1.6 | Implementation | 18-Apr-24 | 26-Jun-24 | 48 |
| 1.6.1 | Define Key Variables | 18-Apr-24 | 26-Apr-24 | 7 |
| 1.6.2 | Determine Roles | 29-Apr-24 | 3-May-24 | 5 |
| 1.6.3 | Determine Responsibilities | 6-May-24 | 13-May-24 | 5 |
| 1.6.4 | Delegate the Work | 14-May-24 | 31-May-24 | 14 |
| 1.6.5 | Monitor Progress | 3-Jun-24 | 12-Jun-24 | 7 |
| 1.6.6 | Take Corrective Action | 13-Jun-24 | 26-Jun-24 | 10 |
| 1.7 | Close Project | 27-Jun-24 | 12-Aug-24 | 33 |
| 1.7.1 | Finalize Project Deliverables | 27-Jun-24 | 3-Jul-24 | 5 |
| 1.7.2 | Confirm Project Completion | 4-Jul-24 | 12-Jul-24 | 7 |
| 1.7.3 | Review All Contracts | 15-Jul-24 | 23-Jul-24 | 7 |
| 1.7.4 | Review Documentation | 24-Jul-24 | 12-Aug-24 | 14 |

Appendix B: Schedule Change Request Form

KAYVI Byte Project Development Schedule Change Form

Project Name: [Enter Project Name]
 Requested By: [Enter Name of Requestee]
 Project Manager: [Enter Project Manager Name]
 Original Project Start Date: [Enter Original Start Date]
 Original Project End Date: [Enter Original End Date]

Requested Change (Choose one):

For Deliverable Deadline Changes:

Original Deliverable End Date: [Enter Original End Date]
 Requested New Deliverable End Date: [Enter New End Date]
 Expected New Project End Date: [Enter New End Date]
 Reason for Schedule Change: [Provide a brief explanation of the reason for the schedule change]

For Entire Project Timeline Changes:

Requested New Project Start Date: [Enter New Start Date]
 Requested New Project End Date: [Enter New End Date]
 Reason for Schedule Change: [Provide a brief explanation of the reason for the schedule change]

Impact Assessment

Please assess the potential impact of the schedule change on the following project aspects:

1. Deliverables and Milestones: [Describe how the change in schedule will affect the project deliverables and milestones]
2. Resources: [Explain any changes in resource allocation or availability required to accommodate the new schedule]
3. Budget: [Discuss any potential budgetary implications resulting from the schedule change]
4. Dependencies: [Identify any dependencies or interrelated tasks that may be affected by the schedule change]
5. Risks: [Highlight any new risks or changes to existing risks as a result of the schedule change]
6. Stakeholders: [Consider the impact on project stakeholders, communication plans, or any necessary adjustments]

Approval:

I understand that any changes to the project schedule may have broader implications and will be subject to approval by the relevant stakeholders. By submitting this form, I confirm that I have reviewed the requested schedule change and assessed its potential impact on the project.

Project Manager's Name: **Ian Christopher Onrubia**

Project Manager's Signature: _____

Date: [Enter Date]