

**SCHEDULE MANAGEMENT PLAN**  
**SURVEIRAMS**

**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 24 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.
- 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.

#### **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" form. 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.

## **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 the 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