

**SCHEDULE MANAGEMENT PLAN
FLEEKY HUB**

**FLEEKY CURTAINS
MABINI STREET, BIÑAN CITY,
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TABLE OF CONTENTS

INTRODUCTION2

SCHEDULE MANAGEMENT APPROACH2

SCHEDULE CONTROL3

SCHEDULE CHANGES AND THRESHOLDS3

SCOPE CHANGE.....3

INTRODUCTION

Fleeky Hub scheduling management plan. Business success requires time management in today's fast-paced environment. To provide our goods and services on time, Fleeky Hub effectively manages our timetables.

The schedule management plan describes the teams methods for operating the company of fleeky curtains smoothly. The group wants to maximize production, minimize downtime, and optimize resources. This approach ensures that the group will address client needs while preserving quality and efficiency.

The document will be tackling the schedule management approach, schedule control, schedule changes/thresholds, and scope change. To ensure all of the members of the group is on the same page, we will discuss our internal and customer communication processes. Since the main goal of the business is to satisfy the customers' needs, we are dedicated to using the finest schedule management strategies to attain this aim.

SCHEDULE MANAGEMENT APPROACH

In this section of the paper, the team will be discussing what approaches the group will use in terms of managing the schedule of tasks that were previously tackled in the Work Breakdown Structure (WBS). The team has decided that ProjectLibre will be used as our scheduling tool, due to the nature of the software being open source and user-friendly. ProjectLibre will be used by the group to create schedules or timeframes for the group to accomplish in order to schedule all activities that relate to the project, deadlines, as well as project milestones milestones.

The following are the milestones for the project schedule:

Milestone	Timeframe
Plan proposal	30 days (1 month/1 st month)
Approval for proposal	14 days (2weeks/2 nd month)
Development of project	90 days (4 months 2 nd month – 5 th month)
Finalization of documentation	14 days (2 weeks – 5 th month)
Complete project testing	7 days (1 week – 6 th month)
Completion of project	7 th month

The following are the roles and responsibilities of the members involved during the development of the schedule

Roles	Responsibilities
Project Client	Handles the business and final say of the project itself
Project Manager	Responsible for dividing the tasks and coordinates to all of the members involved in the project.
Project Adviser	Gives the group professional advice and

	supplementary knowledge to the project and leave resources that can help in completing the output.
Stakeholders	Responsible in providing resources to the developers/researchers in making the project complete.
Developers/team members	Develops the website and delivers the output to the client based on what they are finding.

SCHEDULE CONTROL

In this section of the paper, the team must provide enough time to research, outline and revise the paper and the project. This is to ensure that the project will be up to trend for maximum capability and possibility of sales.

TIME	TASK
1 day	Review and research top ecommerce websites with similar items
3 days	Analyze customer feedback and reviews
2 days	Team discussion for the current website's design and layout and if there are certain revisions to be made
3 days	Analyze shopping experience for customers
2 days	Discuss pricing strategy
1 day	Review and finalize revisions done
1 day	Roll out updates

SCHEDULE CHANGES AND THRESHOLDS

The table shows the schedule changes and thresholds for each type of appointment (consultation, measurement, and installation). The "Change" column indicates how much notice is required to make a change to the appointment date. The "Threshold" column indicates the maximum delay that is allowed for each type of appointment.

Schedule	Change	Threshold
Consultation	24 hours before appointment	None
Measurement	48 hours before appointment	None
Development	72 hours before appointment	1-hour delay max

SCOPE CHANGE

In this section of the paper, as the team proceeds with the changes, they must first recognize the effects and impact it can and will make the the current project schedule and resources. The team must also consider the current project schedule and how the scope change will affect the schedules and availability of resources when the project moves forward.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:



Mitzi Garcia
Owner, Flecky Curtains

Date: 11 May 2023