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**Schedule Management Plan**

**<ASIA PACIFIC COLLEGE’S CLINIC SYSTEM>**

**ASIA PACIFIC COLLEGE**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

**Date**

**05/03/2023**

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# Introduction

The schedule management plan is made to ensure that all project activities are completed on time, within budget, and to the satisfaction of stakeholders. An effective implementation of this schedule management plan is essential for this project's success, as it allows teams to prioritize tasks, allocate resources, and track progress towards project goals.

This plan outlines the approach and methods that the team utilized to manage the project schedule and provides a general overview of the key elements that should be included in the plan, such as the project schedule, milestones, dependencies, and resource requirements.

The plan also identifies the roles and responsibilities of the project team members responsible for implementing and maintaining the schedule management plan. By outlining these key elements, the schedule management plan helps to ensure that everyone involved in the project is on the same page and working towards the same objectives.

In the following sections, we will provide more detailed information on each of these key elements and explain how they will be integrated into the overall project management process. By following this plan, we can ensure that our project is completed on time, within budget, and to the satisfaction of all stakeholders.

# Schedule Management Approach

The project team will use ProjectLibre as our scheduling tool, as it is a user-friendly open-source project management tool that the team is familiar with. The software will be used to create a detailed project schedule that outlines all project activities, milestones, and deadlines. The schedule will be updated regularly to ensure that all team members are aware of their assigned tasks and deadlines. Using ProjectLibre will help us to effectively manage the project schedule and ensure that the project is completed on time and within budget.

After careful consideration and evaluation, our team created an initial draft of the schedule milestones and estimated the duration of each milestone throughout the project. The following milestones have been identified:

|  |  |
| --- | --- |
| **Milestone** | **Timeline** |
| Project Charter | 1st month |
| Project Approval | 2nd month |
| Developing the Website | 3rd to 8th month |
| Complete Test Plan | 9th month |
| Finalizing the Document, | 10th month |

The following are the roles and responsibilities involved in developing a schedule:

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Project Client | · Approves Scope Management Plan.  · Provides high-level scope definition (Project Charter).  · Reviews escalated scope issues and provides direction for resolution.  · Approves major scope change requests.  · Overall decision-making responsibility for Scope Management activities. |
| Project Manager | · Overall responsibility for scope management.  · Oversees the development of the Scope Management Plan.  · Oversees the scope change management process.  · Approves scope change requests within his/her authority.  · Escalates scope and change issues.  · Ensures that scope changes are incorporated into appropriate project documents |
| Project Team Members and Subject Matter Experts | · Help develop the project scope statement.  · Submit scope change requests.  · Review Scope Change requests when assigned.  · Provide feedback as and when required.  · Participate in team-level scope change reviews. |
| Project Adviser | · Provides an ongoing independent review and analysis of project scope management practices.  · Monitors scope changes and provide feedback.  · Approves major scope change requests.  · Approval of all documentation throughout the project. |
| Stakeholders | · *Key providers of requirements, scope, and the recipients of project deliverables associated with the project benefits. Most of the project deliverables will be based on their operations in the business and enhancing their business operations and environment.* |

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# Schedule Control

For the project's duration, the schedule will be updated regularly to ensure it remains current and reflects any changes to the project plan. After careful consideration, the team has decided to give daily updates to each other regarding the assigned tasks to each member. They have also made schedule reviews with the project adviser that will be conducted at regular intervals on Monday 12:45pm to 1:30pm to assess progress and identify any potential issues that may impact on the project timeline.

The project team has also concluded to meet with the stakeholders weekly. The project manager will be responsible for providing regular updates to stakeholders, including the project team, project sponsor, and other key stakeholders. The team will also send daily progress reports to ensure that stakeholders are informed of project status.

If there are any updates or problems the team might encounter, the project manager will be responsible for overall schedule management, including the development, maintenance, and updating of the project schedule. The project team will be responsible for providing input on schedule development and for ensuring that project tasks are completed according to the schedule. The project sponsor will be responsible for providing guidance and support to the project manager as needed, and for ensuring that the project is aligned with organizational objectives.

# Schedule Changes and Thresholds

To ensure the project stays on track, it is important to set boundaries on the project schedule. Any schedule changes that exceed these boundaries require a schedule change request, which must be approved by the project sponsor before being implemented.

For this project if any of the following apply, a schedule change request must be submitted to the project stakeholder for approval, if not, then submission is made for approval to the project manager:

* The suggested change is to limit the length of deliverables of a given Sprint Backlog during the project's development phase, to make it obvious that adding something to the duration does not indicate extending the work across the full duration.
* Changes to the scope statement must be taken into consideration to prevent conflicts during the project's documentation phase. The project team must compile every mistake in the document before expanding the work packages by 5% or more to reflect the changes in all the documentation.
* A different way to implement the changes is to either cut or extend the project's overall timetable by 10% or more.

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# Scope Change

If a problem arises that requires a substantial change in the project scope, it is best to propose a scope change. Note that the project manager and team must assess the status of the project schedule and determine how the scope change will impact the schedule and its resources moving forward. Any project team member or project client may ask to change the project's scope. All change requests must be submitted in a project change request document to the project advisor. Following that, the project manager will go over the requested change to the project's scope. After deep consideration of the project team and it is important to advise with the project adviser that will either reject the request for change if it does not fit in with the project's goals or schedule a meeting with the project client and project team to discuss further. Following initial approval from the project client and project adviser, the project manager will communicate the scope change to the project sponsor and all relevant stakeholders before any implementation occurs.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date: 05/03/2023 \_

<Jojo F. Castillo>

<Project Sponsor Title>

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