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**NATIONAL UNIVERSITY FAIRVIEW**

**College of Engineering and Technology  
Bachelor of Science in Information Technology**

**with Specialization in Mobile and Internet Technology**

**Smart Fare: Automating modern public utility jeepney (MPUJ) Payment with an Innovative Fare Collection System**

Project Documentation Submitted to the Faculty of

Bachelor of Science in Information Technology

National University Fairview

In Partial Fulfillment of the Requirements for

PROJMAN – PROJECT MANAGEMENT

By

Team Leader:

Chua, Ronch Amos T.

Team Members:

Bacaling, Dominic T.

Baltazar, Crisha Maye O.

Balunsong, April Juliana A.

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## 6.4. ￼Schedule Management Plan

### 6.4.1. ￼Introduction

The Schedule Management Plan aims to improve public transportation efficiency and convenience by integrating a Smart Fare Collection System. This innovative project will provide seamless payment experience and smooth scheduling of transit services. The plan outlines key objectives, strategies, and timelines for successful implementation, setting a new standard for public transportation convenience and efficiency. This project represents a significant leap forward in modernizing transportation infrastructure.

### 6.4.2. ￼Schedule Management Approach

The most important aspect of project management is the schedule management plan describing how the project's timeline will be created, followed, and managed during its entire duration. The schedule management plan's goal is to guarantee that the project is finished on schedule, within budget, and in accordance with its goals and specifications.

1. The approaches and processes used when developing the project schedule are specified by the schedule development methodology. It outlines the order in which tasks will be completed, how periods will be calculated, and how resources will be distributed.
2. The baseline schedule, which will be utilized for evaluating project progress, is described in the schedule. The project's beginning and end times as well as significant milestones will also be included.
3. The schedule reporting specifies how frequently and in what structure of the schedule reports will be created. It might disclose the extent of detail to be included in reports and those in need of those reports.

The team members' tasks and duties for managing the schedule are defined in the roles and responsibilities section. It might contain information about who will oversee creating the timetable, tracking the process, and changing the schedule as needed.

Scheduling Tool

Our project will use OpenProject as a scheduling tool. OpenProject can be used as a scheduling tool for the Schedule Management Plan by creating a Gantt chart. This Gantt chart in OpenProject will help visualize project tasks, their durations, dependencies, and milestones, enabling effective project planning, tracking, and communication of the project schedule. Also, with OpenProject, team members can have access to update/manage the Gantt chart.

Schedule Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Target Date | Description |
| Project Initiation | April | Begin the project by defining its scope, objectives, and client. Develop the project charter, outlining the project’s purpose and authority. |
| Planning | April | Plan the project, including gathering initial requirements, setting priorities, and establishing the overall project timeline |
| Requirements | May | Focus on collecting, documenting, and refining detailed requirements for the Smart Fare Collection System. Prioritize requirements based on business needs. |
| Design | June-July | Develop the system’s design and create a detailed technical design document, considering feedback from the client and team members. |
| Procurement | August | Identify potential vendors, issue requests for proposals (RFPs), and evaluate proposals. Select preferred vendor for the system implementation. |
| Development | September-October | Begin system development based on the approved design, dividing the work into smaller tasks or user stories for development. |
| Testing | November | Focus on testing the developed features and functionality, including unit testing and integration testing, ensuring quality and assurance. |
| Pilot | December | Implement the Smart Fare System in a controlled pilot environment to validate its performance and gather user feedback. |
| Deployment | December | Roll-out the fully developed system based on pilot test results. |
| Training & Hand-over | December | Training staff on how to use the system and transition of the project to the operation and maintenance team. |
| Closure | December | Project review, comparing outcomes against initial objectives. |

Schedule Development Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Roles | Purpose/Responsibilities |
| Mr. Mark Anthony Quiñon | Key Stakeholder/Project Sponsor | * Set project deadlines and milestones. * Monitor project progress against the schedule. |
| Mr. Christopher T. Carpio | Project Adviser | * Provide guidance on project scheduling techniques and best practices. * Advise on resource allocation and availability for scheduling. |
| Mr. Jose Eugenio L. Quesada | Quality Assurance | * Ensure adherence to schedule development processes and standards. * Conduct schedule audits and reviews to identify gaps or issues. |
| Chua, Ronch Amos | Project Manager | * Defines project goals, timeline, and milestones. * Facilitates communication and collaboration among team members. * Coordinate with stakeholders through meetings and ensure alignment with business objectives. |

### 6.4.3. ￼Schedule Control

The objective is to efficiently manage and monitor the implementation timeline for the integration of Smart Fare Collection System, ensuring all project milestones are met.

Key Activities and Responsibilities:

Identify Delays and Deviations: Monitoring work completion and comparing it with the baseline schedule can efficiently identify delays or deviations from the anticipated period.

* Assess Impact: Understanding the impact of delays or deviations on the project timeline is crucial for project managers to assess if any adjustments are necessary to maintain the project's progress.
* Timely Intervention: Continuous progress monitoring enables project managers to identify and manage project challenges or delays swiftly, involving collaboration with relevant teams to address issues, execute backup strategies, or adjust resource distribution as needed.
* Prevent Escalation: Identifying scheduling issues promptly and implementing preventive measures can reduce the risk of minor delays escalating into substantial setbacks, ensuring the project's continuous progress.
* Communication: Regular progress monitoring ensures transparent communication with stakeholders, prompt dissemination of progress reports and schedule updates, and comprehensive awareness of the project's current state among all stakeholders through this tool.
* Risk Mitigation: The project team effectively manages potential hazards by diligently monitoring progress and implementing proactive measures to ensure the project's timeline is not negatively impacted.

### 6.4.4. ￼Schedule Changes and Thresholds

Schedule Changes and Thresholds will highlight the adjustments implemented to the projected timetable for a project. These could involve altering the order of planned activities, rearranging deadlines, or rescheduling tasks. Included in this are the boundary constraints established by the project sponsor, which specify the limits within which the project timetable must work.

The restriction that the project sponsor can establish when establishing the timeline.

Parameters may consist of:

* Project Milestones: The project sponsor can specify important project milestones and timeline requirements for each one. For instance, they may establish an end date for finishing a particular part of the project, and any modifications to the timetable must not affect reaching that milestone.
* Resource Availability: The project sponsor has a mandate to set restrictions on the resources' availability. They may, for example, establish a limit on the number of finances that can be assigned to a certain project phase or operation, which would influence the period.
* Budget: The project sponsor can additionally set budgetary constraints that influence the schedule. For instance, if the project funding is tight, the sponsor might have to change the schedule's constraints to account for cost-cutting strategies.

Scope Change

The scope change will be implemented to prevent interruptions, increase of cost, and poor quality. This is an important aspect of project management.

* Identifying the scope change: Any identified scope change should be noted and documented, along with its justifications and any potential effects that might have on the project.
* Assessing the impact: Analyze how the proposed scope adjustment will affect the project's cost, assets, schedule, and effectiveness. This will make it easier to decide whether the change is viable and what modifications might be needed to make the change possible.
* Evaluate Alternatives: Assess different possibilities to the proposed scope adjustment that may be addressed without affecting the project's timetable, cost, or effectiveness.

### 6.4.5. ￼Scope Change

1. Request for Change:

* If someone wants to change something in the project’s plan (scope), they must submit a request.

1. Evaluation:

* We will check if the change is necessary and how it affects the project’s time cost, and goals.

1. Approval:

* Slight changes will be approved by the project manager.
* Bigger changes will need approval from higher-ups (Project’s Client).

1. Update Plans:

* If approved, we will update the project plans to include the change.

1. Communication:

* We will let everyone know about the approved change.

1. Documentation:

* We will keep records of all change requests and approvals.

1. Keep an Eye Out:

* We will watch for more potential changes as the project goes on.

1. Reporting:

* We will share updates on scope changes with everyone involved.