**SOP: Project Schedule Preparation**

**Configuration Management**

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| **Document Name** | 06-SOP: Project Schedule Preparation | | |  |
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**Purpose**

How to update project schedule on regular basis?

**Audience**

* PMO head
* PM

**Guidelines**

1. Once the schedule is developed, the same needs to be tracked/updated on everyday basis to have a better control over the project.
2. After everyday stand-up meeting, the schedule needs to updated except on Mondays.
3. In Weekends, the schedule is to be updated 2 times – 1) one time in the morning after stand-up meeting and 2) after lunch before printing the next week task cards.
4. Project TEAM-Project-Tracking-View (if fabrication is NOT done by shop by shop basis)
5. Project TEAM-Project-Tracking-View2 (if fabrication is done by shop by shop basis)
6. As much as possible enter the actual effort of the resource against the activity. If this is not possible then only % work complete to update the progress.
7. Rule of %work complete assignment
   1. Work less 8 hours: 0-100%
   2. Work >8-16 hours: 50-100%
   3. Work >16 hours: 25, 50, 75, 100%
8. In case the project is under HOLD or goes to ‘inactive’ mode for some reasons, tentatively 2 weeks Lag (Delay) can be entered so that No task cards would be printed for that particular project for the upcoming period. This delay can be entered in the following methods.
   1. Changing the project start date in ‘Project Information’ tab. If project goes in hold at the start of project.
   2. Adding a new task and managing the dependencies.
   3. Without adding new tasks, changing the dependencies.
   4. Changing duration
   5. Changing duration & work both.
   6. Changing resource.
9. After updating the schedule, issue register and risk register also to be updated as new issues/risks may be identified.
10. After updating, MSP schedule to be saved and published.
11. After publishing the revised schedule, PMs are advised to take a local copy of the MSP as to handle the emergency off-line situation.

**Inputs**

1. Existing developed schedule.
2. Updates from all stakeholders in Project inside TEAM.
3. Updates from customer, TPIA and vendors.
4. Commitment from respective stakeholders.
5. CDD and milestone date agreed with customer.
6. Shop loading (capacity mapping) currently and in near future.

**Steps**

1. Launch Microsoft Project
2. Open the project from PWA
3. Go to the activity for which you want to update the status
4. Switch the view to TEAM-Work-Tracking-View or TEAM-Work-Tracking-View2 depending on the need
5. Enter the actuals or % work complete
6. After updating schedule everyday, take a look at the overall start date, end date, man hours etc., and do necessary changes (if required) to achieve the required delivery date and raise Flags to the concerned stakeholders highlighting delays.
7. To bring back the project on track or to complete the work early, if resources need to be added then do so, provided they are agreed by management.
8. Change the grouped activities, do re-grouping if found necessary as per the fabrication practice followed in shop floor. (As much possible avoid this during tracking)
9. Add the missed-out activities in the schedule newly based on feedback from production, QC etc and based on the fabrication sequence followed at appropriate place. This can be because of progressive elaboration or change request.
10. Publish the plan
11. Save as plan on local machine or Y: drive
12. Close project

**Exit Criteria**

1. Ensuring there is no manual entry of date.
2. Ensuring the activity sequence is logical and achievable.
3. Ensuring all activities except milestone activities are assigned with suitable resources.
4. Ensuring no duplication of activities,
5. Ensuring no spelling mistakes.
6. Ensuring no task cards would be printed unnecessarily.

**Validation**

1. Cross-verifying the project details in Project centre home page.
2. Cross verifying the capacity mapping and other relevant tabs to ensure the impact post publishing the updated schedule.