**Why should I create a project schedule?**

Scheduling is an important tool that helps you organize tasks and set deadlines. It helps to identify potential issues and conflicts within the project. Clear plan helps to improve communication and collaboration among team members and help ensure the project is completed on time. Also, this is a measure to analyse the project's performance and make necessary adjustments to ensure to meet the goal.

Scheduling is a process by which you can plan your activities to achieve goals and priorities on time. It can be achieved through the below steps

* Define your project goals
* Identify all stakeholders
* Determine your final deadline
* List each step or task.
* Assign a responsible resource for each task
* Set due dates for each task
* Communicate the schedule to project team & stakeholders

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**Tips for effective scheduling**

1. **Work Breakdown structure (WBS):**

WBS is a critical step in project scheduling. It breaks the project into more manageable components such as phases, milestones, and tasks.

To develop a WBS, the project objectives and key deliverables break down into smaller tasks and organize the tasks logically.

1. **Work packages:**

Work packages are the smallest units within a work breakdown structure and are assigned to an individual. It includes a specific set of deliverables with a clear start and end date.

1. **Defining Logic**

This involves determining the relationship between tasks or activities in the project schedule, the order of task execution and how they are related. During this phase the predecessor and successor of the tasks are determined

1. **Defining resources:**

identifying the resource requirement needed to complete the project's tasks and determine the required effort. The project team reviews WBS and determines the effort hours required, and uses this information to create a detailed project schedule using PM Tools.

**Scheduling Techniques:**

* **Gantt Charts:** Gantt charts are the visual representation of the project schedule that shows each task's start and end dates and their dependencies. Gantt charts used to track progress against the baseline and adjust the schedule as needed.
* **Critical Path Method (CPM):** CPM uses network diagram method and which is used to identify the critical path of a project. Critical path defines the sequence of activities that need to be completed first to complete the project on time
* **PERT (Program Evaluation and Review Technique):** This technique uses a network diagram to identify a project's critical path and estimate the duration of each task. PERT can identify potential issues in the schedule and thee by adjust the schedule as needed.

**Outcome of Scheduling:**

* Gives a comprehensive list of tasks for the project.
* Helps to understand the dependencies between tasks quickly.
* Set a realistic estimate for the duration of the tasks.
* Achieve a well-defined schedule with the team’s input.

Involve the team members in the project plan and scheduling and thus get a better result and every team member is confident of completing the project on time and this makes the Manager’s life easy.