

Project Name: Training Guide Schedule Management Plan

Scheduling methodology: Critical path method

The work for this project is well understood and follows a logical sequence. We will use the waterfall methodology and critical path method for the schedule.

Scheduling software tool: Microsoft Project

Level of accuracy: +/-10%

We have previous projects that can be used as a template for this project, so we feel comfortable estimating this project to +/-10%.

Work units: Days

Because this project is relatively short, most of the activities can be tracked in days with a few tracked in hours.

Schedule update process

The data collected includes activity start date, actual days worked, and estimated completion date. Data should be collected at the end of the Friday workday each week via online timesheets.

The Microsoft Project schedule should be updated with timesheet data using a macro.

Control thresholds

Action will be taken when an activity's finish variance is greater than five days.

Performance measurement

Completion is measured with the % Work Complete field in Microsoft Project to show the percentage of task work that is complete.

Cost performance is measured outside of Microsoft Project using cumulative time from timesheets and in-house burdened labor rates.

Reporting formats: Four reports distributed every Monday morning (using existing templates)

For management: summary task progress schedule and project cost spreadsheet
For team members: activity progress schedule and on-deck activities report