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| Iota Gamma Directory Conversion  [This Photo](https://whatisprojectmanagement.wordpress.com/) is licensed under [CC BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/3.0/) | Schedule Management  Working Group 4  Peter Palmisano, Instructor  November 26, 2017 |

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# Introduction

The project schedule is the roadmap for how the project will be executed. Schedules are an important part of any project as they provide the project team - working group 4 (WG4), sponsor (PS), and stakeholders a picture of the project’s status at any given time. The purpose of the schedule management plan is to define the approach WG4 will use in creating the project schedule. This plan also includes how the team will monitor the project schedule and manage changes after the baseline schedule has been approved. This includes identifying, analyzing, documenting, prioritizing, approving or rejecting, and publishing all schedule-related changes.

# Schedule Management Approach

Project schedules will be created using MS Project 2016 starting with the deliverables identified in the project’s Work Breakdown Structure (WBS). Activity definition will identify the specific work packages which must be performed to complete each deliverable. Activity sequencing will be used to determine the order of work packages and assign relationships between project activities. Activity duration estimating will be used to calculate the number of work periods required to complete work packages. Resource estimating will be used to assign resources to work packages to complete schedule development.

Once a preliminary schedule has been developed, it will be reviewed by WG4. They must agree to the proposed work package assignments, durations, and schedule. Once this is achieved, the PS will review and approve the schedule and it will then be baselined.

The following will be designated as milestones for the project schedule:

|  |  |
| --- | --- |
| **TARGET DATE** | **MILESTONES/DELIVERABLES** |
| October 30, 2017 | Initiate Project |
| November 26, 2017 | Project Charter is signed |
| December 10, 2017 | Microsoft Project Model complete |
| February 16, 2018 | Product Designs & QA tests are approved |
| March 23, 2018 | Business Data is incorporated |
| April 6, 2018 | QA tests are concluded; Website is published |
| April 27, 2018 | Project Closure Report are approved |

Roles and responsibilities for schedule development are as follows:

The PM will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with WG4. The PM will also create the project schedule using MS Project 2016 and validate the schedule with the the PS.

WG4 is responsible for participating in work package definition, sequencing, and duration and resource estimating. They will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

# Schedule Control

The project schedule will be reviewed and updated as necessary on a weekly basis with actual start, actual finish, and completion percentages which will be provided by task owners WG4.

The PM is responsible for holding weekly team meetings that include schedule updates/reviews, determining impacts of schedule variances, submitting schedule change requests, and reporting schedule status in accordance with the project’s communications plan.

WG4 is responsible for participating in the weekly meetings with schedule updates/reviews, communicating any changes to actual start/finish dates to the PM, and participating in schedule variance resolution activities as needed.

The PS will maintain awareness of the project schedule status and sign off on any schedule change requests approved by the PM.

# Schedule Changes and Thresholds

If any member of WG4 determines that a change to the schedule, scope, quality, or cost is necessary, the PM and team will briefly meet to review and evaluate the impact on the schedule. They must determine which tasks will be affected, and how that will inversely influence scope, quality, or cost.

Above all, a requested change must preserve the completion date. Therefore, if the change is estimated to reduce or increase the completion date by 3 days, it is required that a change request is submitted, and that it adjusts scope or quality, which inevitably changes the schedule.

Once the change request has been reviewed and approved according to the change management plan, the PM is responsible for adjusting the schedule and communicating all impacts to WG4 and PS.

# **Sponsor Acceptance**

Approved by the Project Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Shelly Worrell  
Project Sponsor

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_