**TSPi Schedule Planning Template - Form SCHEDULE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | | Camilo Marroquin | | | | | Date | | 28/03/2015 | | |
| Team | | Making Solutions | | | | | Instructor | | Daniel Benavides | | |
| Part/Level | | Estrategia/Planeación | | | | | Cycle | | 1 | | |
|  | | | | | | | | | | | |
|  |  | | **Plan** | | | **Actual** | | | | | |
| **Week**  **No.** | **Date** | | **Direct**  **Hours** | **Cumulative**  **Hours** | **Cumulative**  **Planned**  **Value** | **Hours** | | **Cumulative**  **Hours** | | **Week**  **Earned Value** | **Cumulative**  **Earned Value** |
| 1 | 04/03/15 | | 1 | 1 | 3% |  | |  | |  |  |
| 1 | 08/03/15 | | 1 | 2 | 7% |  | |  | |  |  |
| 2 | 18/03/15 | | 2 | 4 | 14% |  | |  | |  |  |
| 2 | 20/03/15 | | 2 | 6 | 21% |  | |  | |  |  |
| 2 | 22/03/15 | | 2 | 8 | 28% |  | |  | |  |  |
| 2 | 23/03/15 | | 1 | 9 | 31% | 5 | | 5 | | 32.14% | 32.14 % |
| 3 | 25/03/15 | | 1 | 10 | 34% |  | |  | |  |  |
| 3 | 27/03/15 | | 2 | 12 | 41% |  | |  | |  |  |
| 3 | 29/03/15 | | 2 | 14 | 48% |  | |  | |  |  |
| 3 | 30/03/15 | | 1 | 15 | 52% | 13 | | 18 | | 21.42% | 53.57% |
| 4 | 01/04/15 | | 1 | 16 | 55% |  | |  | |  |  |
| 4 | 03/04/15 | | 2 | 18 | 62% |  | |  | |  |  |
| 4 | 05/04/15 | | 3 | 21 | 72% |  | |  | |  |  |
| 4 | 06/04/15 | | 1 | 22 | 76% | 5,42 | | 23,42 | | 25% | 78,57% |
| 5 | 08/04/15 | | 1 | 23 | 79% |  | |  | |  |  |
| 5 | 10/04/15 | | 2 | 25 | 86% |  | |  | |  |  |
| 5 | 12/04/15 | | 2 | 27 | 93% |  | |  | |  |  |
| 5 | 13/04/15 | | 1 | 28 | 97% |  | |  | |  |  |
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**TSPi Schedule Planning Template Instructions - Form SCHEDULE**

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| --- | --- |
| **Purpose** | * To record estimated and actual hours expended by week * To show the cumulative planned value by week * To track earned value versus planned value as tasks are completed |
| **General** | * Expand this template or use multiple pages as needed. * Complete in conjunction with the TASK form. * Where possible, use the TSPi support tool for planning. * If you use the TSPi support tool, it will complete all the calculations for the TASK and SCHEDULE forms. * If not, you will have to do the calculations yourself. |
| **Header** | * Enter your name, date, team name, and instructor's name. * Name the part or assembly and its level. * Enter the cycle number. |
| **Week No.** | * From the cycle start, enter a week number, starting with 1. |
| **Date** | * Enter the calendar date for each week. * Pick a standard day in the week, for example, Monday. |
| **Plan - Direct Hours** | * Enter the number of hours you plan to work each week. * Consider non-work time such as vacations, holidays, etc. * Consider other committed activities such as classes, meetings, and other projects. |
| **Plan - Cumulative Hours** | * Enter the cumulative planned hours through each week. |
| **Plan - Cumulative Planned Value** | For each week, take the plan cumulative hours from the SCHEDULE form,   * on the TASK form, find the task with nearest equal or lower plan cumulative hours and note its cumulative PV, * enter this cumulative PV in the SCHEDULE form for that week, * if the cumulative value for the prior week still applies, enter it again |
| **Actual** | During development, enter the actual hours, cumulative hours, and cumulative earned value for each week.   * To determine status against plan, compare the cumulative planned value with the actual cumulative earned value. * Also compare cumulative planned hours with cumulative actual hours. * If you are behind schedule and actual hours are below the plan, you are not spending enough time. * If you are behind schedule and actual hours are equal to or above the plan, the problem is poor planning. |