**[Logo]**

**Project Proposal Document**  
(Version 1.0)

*For*

**Schedule Manager  
Version 1.0**

*Prepared for*

**Frederick L. Revilleza Jr.**  
CSIT327 - G1

A yellow and red logo

Description automatically generated

**Cebu Institute of Technology – University  
N. Bacalso Ave., Cebu City, Philippines**

Sept 2024

*Prepared by*

Martin John V. Tabasa  
Joshua Daniel B. Pusing  
Paul Dave Q. Binoya

**Table of Contents**

1. **DOCUMENT REVISION LOG** -------------------------------------------------------  **4**
2. **DOCUMENT REVIEWERS** -------------------------------------------------------  **5**
3. **APPROVER & SIGNOFF** -------------------------------------------------------  **6**
4. **INTRODUCTION (ANALYSIS DESCRIPTION)**  ----------------------------------- **7**

**4.1** INTRODUCTION------------------------------------------------------ **8**

**4.2** PURPOSE ------------------------------------------------------- **9**

**4.3** OBJECTIVES  ------------------------------------------------------- **10**

* 1. FEATURES ------------------------------------------------------- **11**

**5.**

**DOCUMENT REVISION LOG**

**Table 1**

| Date | Author | Version | Reason for Change |
| --- | --- | --- | --- |
|  |  |  |  |

**DOCUMENT REVIEWERS**

**Table 2**

| Name & Title | Role | Approval Date | Version |
| --- | --- | --- | --- |
|  |  |  |  |

**APPROVER & SIGNOFF**

**Table 3**

| Name & Title | Role | Approval Date | Version |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature: |  | | |

**INTRODUCTION (Analysis Description)**

**4.1 INTRODUCTION**

Time management in the modern-day hustle and bustle of high-scale, complex work environments can make or break a company. It is an essential role of a Schedule Manager in significantly important industries where he has to streamline a lot of work processes and resources actively to meet the deadlines without fail. The Scheduler is responsible for planning, making, and keeping schedules of projects, teams, and even daily operations. Schedule managers oversee the timelines and make sure that resources are utilized to optimize productivity and ensure successful completion of projects.

**4.2 PURPOSE**

The core purpose of this document is for creation, monitoring, and adjustment of the schedules with an aim to meet the timelines within a project or organization without quality compromise through an MVP-first approach. This role includes the building of general schedules that consider every task, resource, and deadline, the appropriate personnel, equipment, and material allocation to not conflict, and the constant follow-up to prove progress and detect and update delays promptly. It also contemplates the estimated conflicts of schedule or resource shortages, the application of contingency plans, and it is the channel of communication among the personnel of the project, management, and stakeholders for the information and changes.

**4.3 OBJECTIVES**

The objectives of this study are basically two; that is, to highlight the role of the Schedule Manager and how the MVP approach contributes to the enhancement of efficiency in scheduling. It will develop guidelines on how to undertake effective scheduling which will include resource allocation, progress monitoring, managing risks, and communication with stakeholders. The research will also seek to optimize schedule adjustments for on-time project completion and general efficiency.

**4.4 FEATURES**

Our app is designed to make managing your time and events effortless and efficient. Whether you are planning your day, keeping track of important dates, or just trying to stay on top of your tasks, our comprehensive suite of features has got you covered. From secure login and quick registration to powerful event plotting and reminders, every tool you need is just a tap away. Explore the calendar, customize your schedule, and let timely reminders keep you on track.

**Login**

Enter your credentials to securely access your customized account. Your data and events are kept private and only available to you, thanks to the login process. There is a straightforward recovery procedure in place to assist you in getting back in if you forget your password.

**Registration**

Simply enter your personal information to quickly establish a new account. Because of the registration process's easy design, you may begin organizing your events right away. You can quickly log in and use all the app's features after registering.

**Event Plotting**

Plotting your calendar's key dates and activities is simple. You can arrange your schedule visually with this function, which makes it simpler to prepare ahead of time. To keep everything organized, you may add descriptions, establish schedules, and even classify events.

**Reminder**

For your events, set reminders so you won't forget any deadlines or significant dates. By giving you the option to select the time and method of notification, the reminder feature helps you always stay organized. Reminders for assignments, meetings, and birthdays may all be tailored to your tastes.

**Calendar**

See every activity and event you have scheduled in an easy-to-understand calendar format. You can effectively manage your time by using the calendar tool, which provides you with an overview of your week, month, or day. You may prioritize what matters most by flipping between views and filtering events.

**Schedule Maker**

Easily create and modify your weekly or daily calendar. You may make sure you're always organized by using the schedule creator to structure your time around your priorities. You can reorganize your schedule to suit your needs by dragging and dropping events, setting durations, and more.