Introduction to Project Scheduling

Managing Project Schedules

Project Management Process
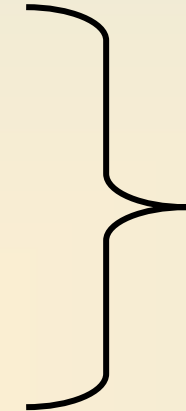
☑ *"Align the Team"*

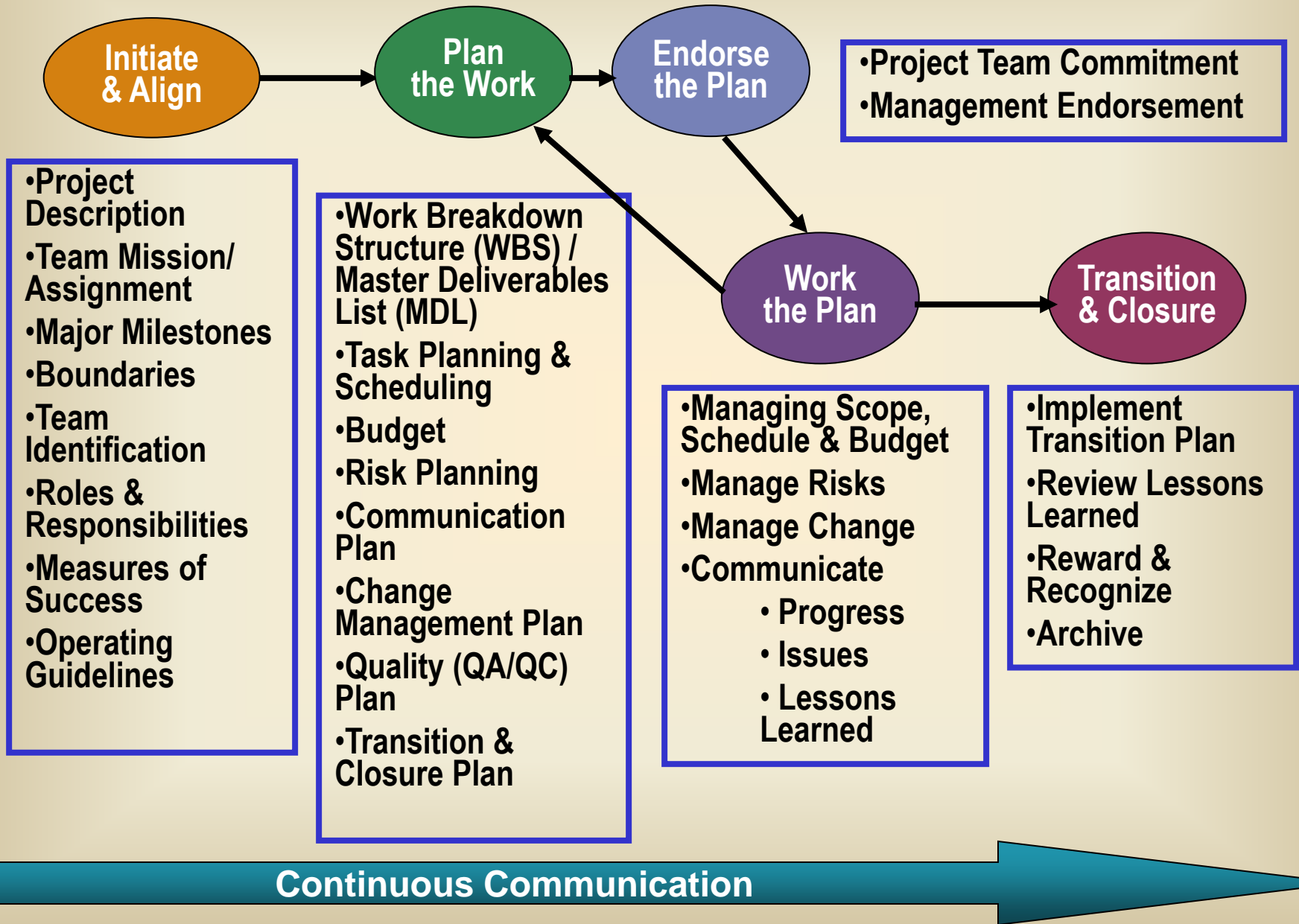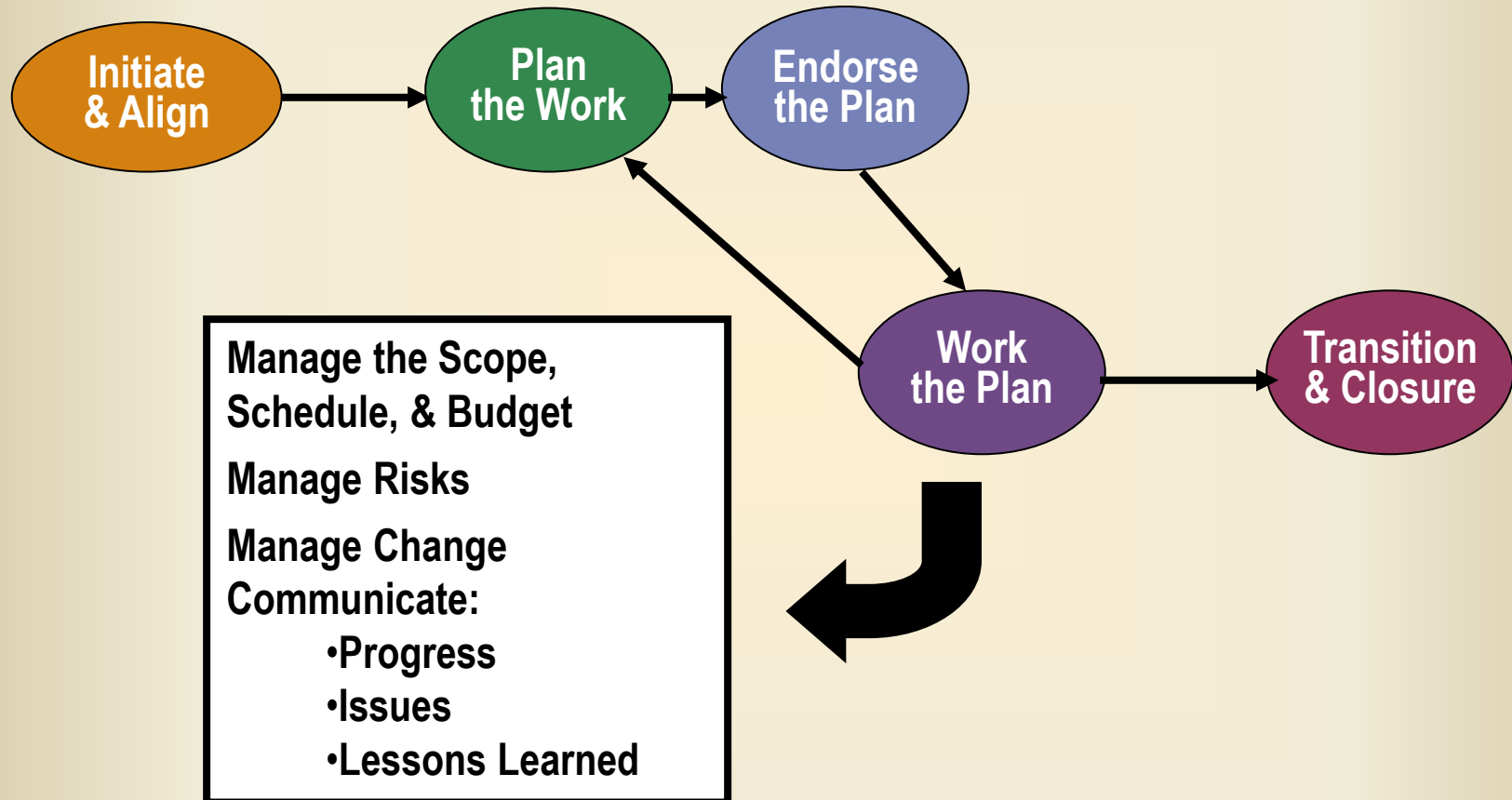☑ *"Plan the Work"* $\pm$ *10% of Project effort*

☑ *"Endorse the Plan"*

"Work the Plan" → $\pm$ *90% of Project effort*

Project Management Process

Initiate & Align → **Plan the Work** → **Endorse the Plan** → **Work the Plan** → **Transition & Closure**

- Project Team Commitment
- Management Endorsement

- Project Description
- Team Mission/ Assignment
- Major Milestones
- Boundaries
- Team Identification
- Roles & Responsibilities
- Measures of Success
- Operating Guidelines

- Work Breakdown Structure (WBS) / Master Deliverables List (MDL)
- Task Planning & Scheduling
- Budget
- Risk Planning
- Communication Plan
- Change Management Plan
- Quality (QA/QC) Plan
- Transition & Closure Plan

- Managing Scope, Schedule & Budget
- Manage Risks
- Manage Change
- Communicate
  - Progress
  - Issues
  - Lessons Learned

- Implement Transition Plan
- Review Lessons Learned
- Reward & Recognize
- Archive

Continuous Communication

Project Management Process

Active Project Management

Regular comparison of

"Planned"

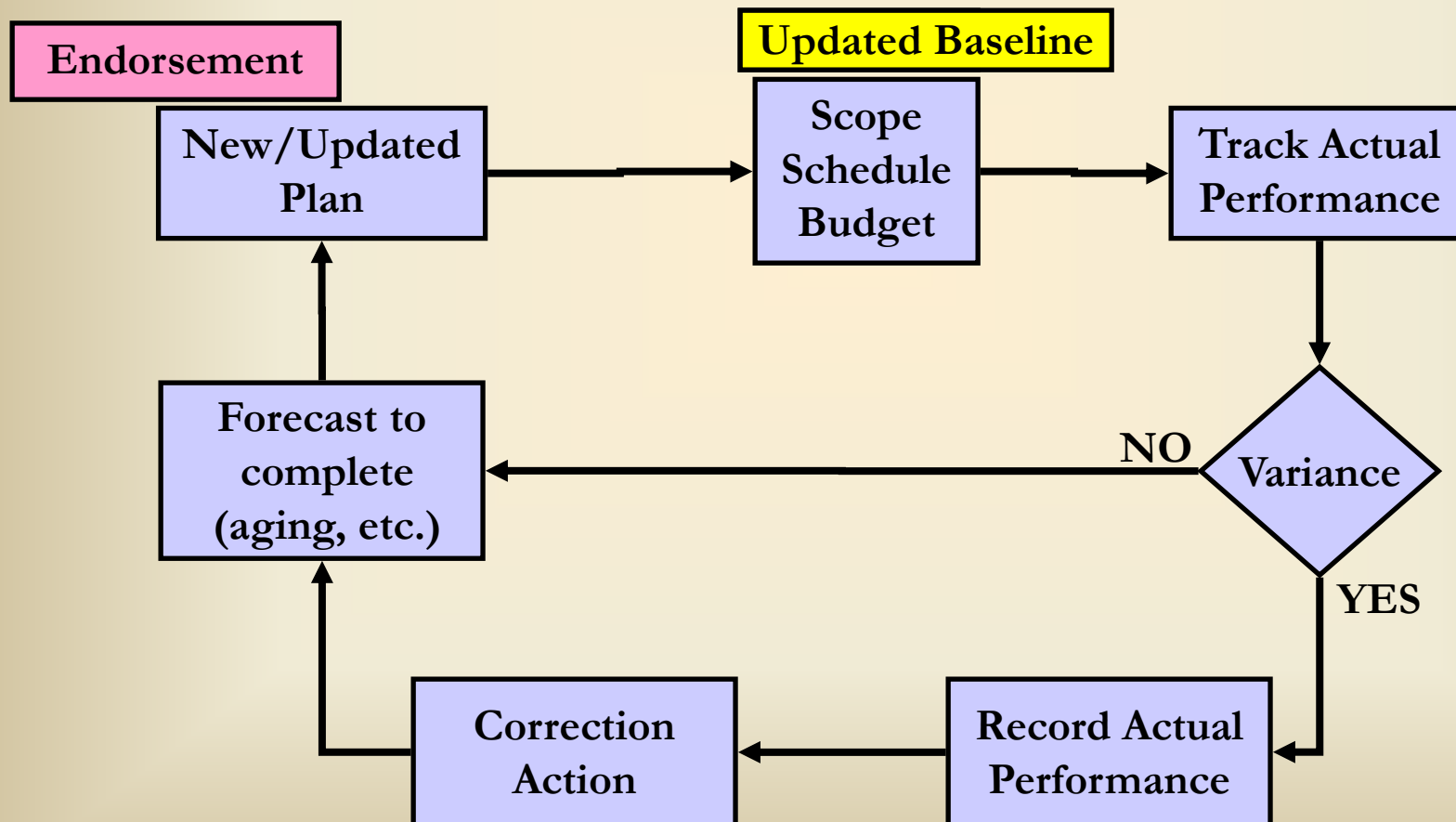(activities, accomplishments, costs, etc)

with

"Actuals"

(activities, accomplishments, costs, etc)

Active Project Management

Feedback loop of control

Active Project Management

Items to track in PDIS

SCHEDULE TRACKING

<u>Actual Start</u>: The actual date a task was started on.

<u>% Complete</u>: Elapsed Duration/Total Duration
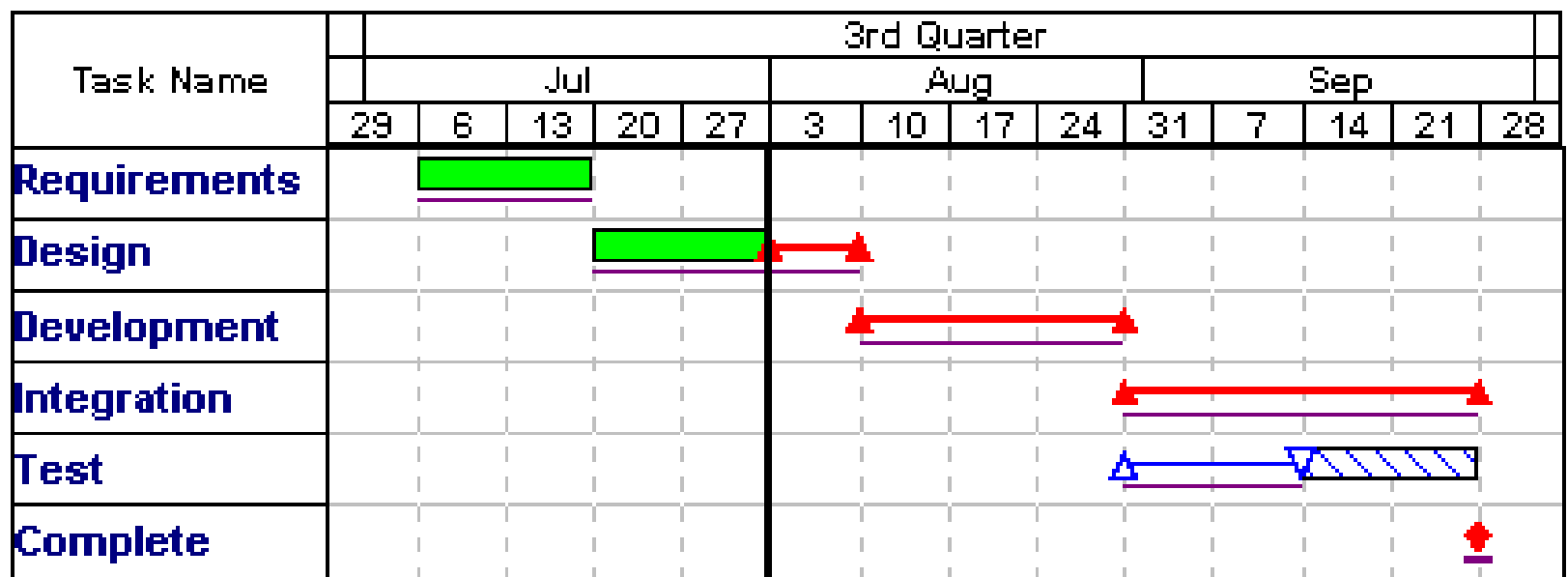
<u>Base Cost % Complete</u>: % of deliverable completed.

<u>Actual Finish</u>: The actual date a task was completed

Active Project Management

Controlling the Schedule

Schedule data should be current up to the date line

Active Project Management

"Schedule "Integrity"

A project schedule that is not kept current is likely more "dangerous" than having no schedule at all. A non-current schedule can easily deceive you into thinking the project is at a certain point of evolution when in reality it is not.

Introduction to Project Scheduling

Task Planning

Work Breakdown Structure

Schedule

Network Diagram