**Project Plan Adjustments Template**

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| **Date** | **Adjustment Description** | **Reason(s)** | **Impact on timeline** |
|  | *Increased analysis time* | *Initial data collected did not cover all issues and additional data was required to fully assess need* | *Minimal (only this task) as next milestone was fixed (SRS) and contained sufficient time to complete.* |
| 21/05 | Adjusted project plan to match the submission dates provided by Mr. Toet | Dates shown on the project plan were entirely inaccurate to the real submission date. | Major impact on the timeline, moving almost all of the tasks’ deadlines later. |
| 21/05 | Added additional milestones (SAT progress checks, submission dates, etc.) | Project plan did not contain information about the SAT progress checks and was thus harder to schedule tasks and understand their individual urgency relative to the timeline. | Minor impact on the timeline, shifting the dates of some tasks. As the new tasks were added as milestones (zero day duration), it did not have much impact on the actual scheduling of the project. |
| 18/06 | Adjusted SAT Part A due date to 20/06/25 | Aligned to the new extended deadline for SAT Part A | Major impact on the timeline, moving all tasks later by roughly two weeks. |
| 18/06 | Added detailed milestones to SAT Part B | Mr. Toet’s introduction for SAT Part B went into more detail about each criterion, I have added tasks accordingly as the old ones were far too opaque and not detailed | Major impact on the timeline, complete restructuring of SAT Part B. |