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| COVID-19 CONTACT TRACING SYSTEM |
| Schedule Management Plan |
| Project Name: Covid-19 Contact Tracing System |
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| Prepared By: Darryl Naval |
| Last Revised On: October 1, 2020 |

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Schedule Management Plan

# Management Approach

The purpose of this schedule management plan is to establish the criteria and the activities for developing, monitoring and controlling the project schedule. When this plan is approved, no schedule changes will be permitted unless a request for change is processed in accordance with the procedures set forth in the change management plan.

The project manager will assume overall responsibility for schedule management. The people listed below will assume the following schedule management responsibilities:

Roles and Responsibilities

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| Names / Roles | Responsibilities |
| Project Manager | Darryl Naval |
| Project Sponsor | Darryl Naval |
| Project Team Lead | Darryl Naval |
| Project Team Members | Darryl Naval |
| Project Scheduler | Darryl Naval |
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# Scheduling Method

In addition to Project Charter for the basis of the project schedule, the scope management plan is also a factor to be added as additional inputs. The inputs are evaluated then defined into activities that will determine as the module of the project which must be performed for the succession of the project. The activities will be arranged into order as work packages and assign each activity relationship between project activities. Each of the activities have duration which the project team requires to estimate and calculate the number of work periods required to complete the activities as whole package. To create the project schedule, the team will be using Microsoft Project on creating the Gantt Chart of the project schedule. To oversee the project’s growth estimating the assign resources to the work packages in order for the project to be complete the schedule development.

Once an initial schedule has been created, the project team and the resources assigned to it will work on it cautiously assigned to project work packages in order to avoid the project’s schedule to be in critical path. The project team and assets must consent to the proposed work package task, duration of the activities, and the project schedule. Once this accomplish the project adviser will check then authorized the schedule after that then it will be baselined.

The following be assigned as points of reference or milestones for the project schedule:

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| **Milestone** | **Timeline** |
| · Project Charter | 1stmonth |
| · Project Approval | 2ndmonth |
| · Developing the Website | 3rdto 8th month |
| · Complete Test Plan | 9th month |
| · Finalizing the Document | 10th month |

Once the schedule is baselined as a major aspect of progressive elaboration, defining activities later may uncover new extension that was not envisaged previously. This ought to be taken care of through formal change control. Thus, change ask for is added to the is procedure as additional outputs. At the point when such changes are joined the plans and baselines will experience updates. The same are reflected as additional outputs. The development approach will altogether impact planning approach, evaluating methods, devices and how the schedule is managed and controlled.

## Define Activities

Roles and responsibilities for schedule development are as follows:

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| **Role** | **Responsibility** |
| Project Client | · Approves Scope Management Plan.  · Provides high-level scope definition (Project Charter).  · Reviews escalated scope issues and provide direction for resolution.  · Approves major scope change requests.  · Overall decision-making responsibility for Scope Management activities. |
| Project Manager | · Overall responsibility for scope management.  · Oversees the development of the Scope Management Plan.  · Oversees the scope change management process.  · Approves scope change requests within his/her authority.  · Escalates scope and change issues.  · Ensures that scope changes are incorporated into appropriate project documents |
| Project Team Members and Subject Matter Experts (SMEs) | · Help develop the project scope statement.  · Submit scope change requests.  · Review Scope Change requests when assigned.  · Provide feedback as and when required.  · Participate in team-level scope change reviews. |
| Independent Verification and Validation (IV&V)  Project Adviser | · Provides an ongoing independent review and analysis of project scope management practices.  · Monitors scope changes and provide feedback.  · Approves major scope change requests.  · Approval of all documentation throughout the project. |

## Schedule control

In order for the project team to control the schedule throughout of the lifetime of the project, the project schedule will be monitored, reviewed and revised when necessary whether a new or old information is added, deleted or updated. The project team members who accomplished the task will also be presenting the completion percentages that will be discuss to the project team.

The project manager is responsible in managing schedule updates, meetings, and report as well as identifying the tasks that are scheduled for necessary modifications. Suggesting a schedule change requests and informing project schedule status to the stakeholder are also project manager's responsibilities.

The project team is required in participating for the scheduled updates and meetings of the project. The project team are required to collaborate to any changes of the schedule from start-to-finish dates to the project manager and project adviser; and participating in schedule variance resolution as needed. The project manager will keep the project client updated of the project schedule status and the project client will review/approve any schedule request submitted by the project manager.

# Report Schedule

When the project schedule is created by the project team, it is necessary that the project sponsor sets a limit to organize the schedule parameters wherein the project is anticipated to be finished or operational, this is important because it is necessary to align the project client visions and expectations to the actual project. One of the factors that could affect the changes in schedule is poor schedule management which will require an extension or change of project schedule. If there are any circumstances that may possibly affect the schedule which exceeds the limits set by the project sponsor, the project manager should submit a schedule change request and it should be approved by the project sponsor before the schedule change is made.

The project manager will set a meeting with the project team to analyze and assess the change if any of the project team member concluded that an adjustment to the schedule is essential and an adjustment to the schedule is crucial to the succession of the project plan, the project manager, project team, project adviser, and the client must have a scheduled assessment meeting regarding the schedule adjustments. The project manager and the project team must decide which tasks will be affected by the potential change. A potential change and any alternative solutions activities must have materialized to see how they would affect the scope, schedule, and resources. After the analysis is completed, the project manager must resolve if any change will surpass the original schedule as planned or will go according to the schedule, then a schedule change request must be submitted.

Submittal of a schedule change request to the project stakeholder for approval is required if the following conditions is true:

* The recommended change is reducing the duration or deliverables of an individual Sprint Backlog in developing phase in the project, or increasing the duration of individual Sprint Backlog by 10% or more, to clarify adding it to the duration not extending the work over all duration.
* Changes in the scope statement shall be considered to prevent inconsistencies in the documentation phase of the project. The project team must compile all the inconsistencies in the document before increasing the work packages by 5% or more to update the changes in all of documentation.
* Another approach to the change is either to reduce the duration of the overall project schedule by 10% or more, or increase the duration of the overall project schedule by 2% or more.

Any change request that do not comply meet these thresholds are still viable to submission to the project manager for approval. Once the change request has been reviewed and analyze by the project manager consulting first with the project adviser is recommended then discussing it with the project client is a must. After approving the change request, the project manager is responsible of adjusting the schedule and updating all the change and effects to the project team and client. The project manager must also ensure that all change requests are archived in the project records repository.

# Issues

While planning and managing schedule, it’s possible that issues will be encountered. All issues regarding the project schedule are documented here then transferred to the Risk Management Plan for further management.

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| Issues | Date Transferred to Risk Management Plan |
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# Risks

While planning and managing the project schedule, risks may be identified. All risks regarding project schedule are documented here then transferred to the Risk Management Plan for further management.

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| Risks | Date Transferred to Risk Management Plan |
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Signature Date Approved