## Schedule Management Methodology

Prioritisation of the deliverables outlined in the Project Charter and Work Breakdown Structure will be used to determine the order in which they’re executed. The rules generated through prioritisation will also determine whether some tasks will be executable in parallel. The estimated time for each deliverable will also be a determining factor in prioritisation. The will be displayed in a Gantt Chart. Within the activity list an overview of each deliverable will be given.

Revisions of the Schedule will be performed by the project team and project sponsors. Dependent on their feedback the schedule will be finalised, and resources allocated.

### Software

Trello will be our team’s choice of project management software. Its flexible use of boards, lists and charts will help to illustrate our project’s complexity. This software will be accessible to all those on the team. The project manager will moderate the software’s use and will be responsible for revisions.

## Schedule Monitoring and Control Plan

To complement our elected “waterfall” project management style we will meet biweekly. This is as many deliverables for the project are complex and will take time to develop. These meetings will be led by the project manager who will oversee their itinerary.

At each meeting the schedule will be reviewed with particular attention to time management. Any activities running behind schedule will be revaluated and dealt with accordingly. These meeting will assist in revaluating the schedule. If revisions are required, they will be reviewed again by the project team and sponsors for approval and time and resources will be reallocated.

## The Critical Path

The project’s management style is waterfall, so each deliverable is critical to closing the project. As such the critical path includes all deliverables. Some subtasks may completable in parallel however the supertask (deliverable) that they make up must be completed for the next deliverable to be started and project closed.

The critical path is illustrated in the Gantt Chart.

## Activity List, Sequence and Duration Estimates

The activity list is used to demonstrate the discrete tasks that make up the overall project. Each activity listed gives a snapshot of data describing the activity including its duration estimate and its priority position in the activity sequence.

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Name** | **Estimate Duration** | **Description** |
| **1** | **PM Documentation** | **6 Months** | **Generate PM documentation** |
| 001a | Project Charter | - | - |
| 001b | Requirements Analysis | - | - |
| 001c | Scope Management Plan | - | - |
| 001d | Work Breakdown Structure | - | - |
| 001e | Stakeholder Management | - | - |
| 001f | Management Methodology | - | - |
| **2** | **Critical Stakeholder Approval** | **3 Months** | **Gain the approval of stakeholder** |
| 002a | Local Indigenous Community | - | - |
| 002b | Civil Aviation Security Authority (CASA) | - | - |
| 002c | Australian Defense Force (ADF) | - | - |
| **3** | **Design Finalization** | **1 Year** | **Finalize Technical Designs** |
| 003a | Electrical |  | - |
| 003b | Structural |  | - |
| 003c | Environmental |  | - |
| 003d | Software |  | - |
| **4** | **Site Construction** | **1.5 Years** | **Complete Site Construction** |
| 004a | Foundation Reinforcement | - | - |
| 004b | Transport Links & Roads | - | - |
| 004c | Utility Access | - | - |
| 004d | Tracking Facility | - | - |
| **5** | **Site Testing** | **6 Months** | **Test Facility Functionality** |
| 005a | Software test | - | - |
| 005b | Transport testing | - | - |
| 005c | Launch Test | - | - |
| **6** | **Site Handover** | **3 Months** | **Closing** |
|  |  |  |  |
|  |  | **TOTAL: 4 years** |  |

## Milestones

The milestones for the project are all components of the critical path and represent significant portions of the project.

The project’s milestones are:

1. Project Management Plan Completion
2. Critical Stakeholder Approval
3. Technical design approval and finalisation
4. Site construction
5. Site testing
6. Site handover

## Gantt Chart

The Gantt Chart is a powerful tool in visualising a project’s overall structure. It enables the user to clearly identify the progress of the project and tasks that are available for completion.

# 

# Bibliography

Wisdom Jobs, 2018. *Scheduling Methodology.* [Online]   
Available at: https://www.wisdomjobs.com/e-university/production-and-operations-management-tutorial-295/scheduling-methodology-9621.html  
[Accessed 2018].