

ORGANIZATION'S NAME

Schedule Management Plan

Project Name:
Project Number:

Prepared By: Author's Name Here

Last Revised On: (Insert Date)

This schedule management plan is a component of the project management plan. It establishes the criteria and the activities for developing, monitoring and controlling the project schedule.

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Schedule Management Plan

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

Names / Roles	Responsibilities
Project Manager	
Project Sponsor	
Project Team Lead	
Project Team Members	
Project Scheduler	

SCHEDULING METHOD

Identify and describe the scheduling method here. The scheduling method defines the framework and algorithms used in the scheduling tool to create the schedule model.

The most common scheduling method is the critical path method (CPM). The critical path method calculates the minimum project duration and determines the amount of scheduling flexibility on the logical network paths within the schedule model.

Another scheduling method is the critical chain method. This method allows the project team to place buffers on any project schedule path to account for limited resources and project uncertainties.

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SCHEDULING TOOL

Identify the scheduling tool here. From simple MS Excel templates to complex software applications, there are numerous scheduling tools available.

Where is the scheduling tool and who has access to it to view it? Who has access or permission to change or modify it?

SCHEDULE PROCESSES

Use this section and the subsections below to describe the process for developing the project schedule.

The project scheduler will initiate schedule development by adding to the schedule the deliverables found in the project work breakdown structure (WBS). The WBS can be found in the scope management plan.

DEFINE ACTIVITIES

Defining activities refers to the process of identifying and documenting the specific actions to be performed to produce the project deliverables. Examine the work breakdown structure (WBS) found in the scope management plan. Typically, deliverables represent the highest or most broadly defined part.

Work packages are the next smallest part. They exist within each deliverable.

Within each work package, there are work activities. Work activities represent the smallest level of decomposition. Place all identified work activities on the activity list.

ACTIVITY LIST

The list of project activities is included below in Attachment A.

Identify the person or persons responsible for reviewing the project deliverables, the work packages and then defining the related work activities. Describe the process of decomposition. Will rolling way planning be used? Who will validate the defined work activities?

MILESTONE LIST

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The project milestones are set forth in the milestone list included as Attachment B. Milestones represent significant points or events in the project.

SEQUENCE ACTIVITIES

Sequencing activities is the process of identifying and documenting relationships among the project activities. Sequencing can be performed using project management software or by using manual techniques.

If the precedence diagramming method (PDM) is used to construct the schedule model, every activity and milestone except the first and the last will be connected to at least one predecessor with a finish-to-start or start-to-start logical relationship and at least one successor with a finish-to-start or finish-to-finish logical relationship. Lead and lag time may be used between activities to support a realistic project schedule.

Identify the person or persons responsible for sequencing work activities. Identify the person or persons responsible for determining dependencies and establishing leads and lags to define the relationships between project activities. Will a project schedule network diagram be developed? If so, who is responsible for developing it?

SCHEDULE CONSTRAINTS

List all schedule constraints here. Must the project be complete by a specified date? Must a deliverable be delivered before a specified date?

ACTIVITY ATTRIBUTES

Sequencing information is included below in Attachment C., Activity Attributes.

ESTIMATE ACTIVITY RESOURCES

Estimating activity resources involves estimating the type and quantities of material, human resources, equipment or supplies required to perform each activity. Who is responsible for estimating the activity resources?

Units of Measurement

Define units of measurement for each resource. For example, are you referencing gallons or liters? How many hours in a day? How many days in a work week?

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What tools and techniques will be used to estimate activity resources?

The estimated resource requirements for each activity are set forth below in Attachment C., Activity Attributes.

ESTIMATE ACTIVITY DURATIONS

Estimating activity durations is the process of estimating the number of work periods needed to complete individual activities with the estimated resources. Who is responsible for estimating the activity durations?

What tools and techniques will be used to estimate activity durations?

ACTIVITY DURATION ESTIMATES

The activity duration estimates are included below in Attachment D.

LEVEL OF ACCURACY

Specify the range used in determining the activity duration estimates.

RESERVE ANALYSIS

Does the range above include an amount for contingencies (time reserves)? Are contingency reserves added anywhere in the schedule? If so, how are they calculated, for what purpose are they provided and where are they included?

DEVELOP SCHEDULE

Developing the project schedule involves analyzing activity sequences, durations, resource requirements and schedule constraints to create the project schedule model. Identify the person or persons responsible for developing the project schedule.

After initial schedule development, will the schedule be reviewed and validated by the project team? Who will review the schedule with the project team and what project team members will be responsible for validating it?

Will the project sponsor be involved in preliminary schedule reviews? Will he or she participate in validating the schedule? Who will prepare the schedule model?

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What will be the format of the schedule model? Gantt chart? Milestone chart? Project schedule network diagram?

CONTROL SCHEDULE

Controlling schedule involves monitoring the status of project activities to update project progress and manage changes to the schedule baseline to achieve the plan.

SCHEDULE BASELINE

The schedule baseline is included below as Attachment E. After this version of the schedule is approved, the schedule can only be changed through the formal change control procedures set forth in the change management plan. The schedule baseline will be used throughout the project as a basis for comparison to actual results.

VARIANCE THRESHOLD

Identify the amount of schedule variation that triggers a warning. What happens if a warning is triggered?

Identify the amount of schedule variation that triggers corrective action. What might corrective action entail?

Identify the amount of schedule variation that requires submission of a change request.

REPORT SCHEDULE

The project manager will review and update the project schedule every Monday and Thursday. On these dates, members of the project team will provide the project manager with actual performance and completion information.

The project manager will compare the actual information to the schedule baseline and calculate the completion percentages and any variances. The project manager will distribute the actual schedule information according to the terms set forth in the communication management plan.

Where necessary, the project manager will meet with the project team members to determine the cause of any variance and discuss appropriate corrective measures. Where schedule changes are necessary, the project manager will submit a change request in accordance with the change management plan.

ASSUMPTIONS

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Schedule Management Plan

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

Assumption	Date Transferred to Risk Management Plan

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.

Issues	Date Transferred to Risk Management Plan

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.

Risks	Date Transferred to Risk Management Plan

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PLAN APPROVAL

By signing below, I, _____ in my capacity as Project Sponsor approve of this Schedule Management Plan.

Name:

Title:

Signature

Date Approved

ATTACHMENTS

A. ACTIVITY LIST

Attach the activity list here.

For a free activity list template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/activity-list-template/>

B. MILESTONE LIST

Attach the milestone list here.

For a free milestone list template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/milestone-list-template/>

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C. ACTIVITY ATTRIBUTES

Attach the attributes for the work activities here.

For a free activity attributes template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/activity-attributes-template/>

D. ACTIVITY DURATION ESTIMATES

Attach the activity duration estimates here.

For a free duration estimates template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/activity-duration-estimates-template/>

E. SCHEDULE BASELINE

Attach the approved version of the schedule here.

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