

### **Introduction**

This section highlights the purpose and importance of the schedule management plan. It provides a general overview of the plan.

The project schedule is the roadmap for how the project will be executed. Schedules are an important part of project management.

### **Schedule Management Approach**

This section provides a general framework for the approach which will be taken to create the project schedule.

Project schedules will be created using MS Project 2007 starting with the deliverables identified in the project charter.

Once a preliminary schedule has been developed, it will be reviewed by the project team and any resources.

The following will be designated as milestones for the project schedule:

- Completion of scope statement and WBS/WBS Dictionary
- Baselined project schedule
- Approval of final project budget
- Project kick-off
- Approval of roles and responsibilities
- Requirements definition approval
- Completion of data mapping/inventory
- Project implementation
- Acceptance of final deliverables

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimation.

The project team is responsible for participating in work package definition, sequencing, and duration estimation.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

### **Schedule Control**

This section defines how the project's schedule will be controlled throughout the life of the project. This includes:

The project schedule will be reviewed and updated as necessary on a bi-weekly basis with actual start, finish, and duration.

The project manager is responsible for holding bi-weekly schedule updates/reviews; determining impact of changes; and communicating changes to the project team and stakeholders.

The project team is responsible for participating in bi-weekly schedule updates/reviews; communicating changes to the project manager and stakeholders; and updating the project schedule.

The project sponsor will maintain awareness of the project schedule status and review/approve any schedule changes.

### **Schedule Changes and Thresholds**

As the project schedule is created it is important that boundary conditions are set by the project sponsor and project manager.

If any member of the project team determines that a change to the schedule is necessary, the project manager will evaluate the change and determine if it is necessary and if so, the project manager will communicate the change to the project team and stakeholders.

Submittal of a schedule change request to the project sponsor for approval is required if either of the two

- The proposed change is estimated to reduce the duration of an individual work package by 10% or more,
- The change is estimated to reduce the duration of the overall baseline schedule by 10% or more, or

Any change requests that do not meet these thresholds may be submitted to the project manager for approval.

Once the change request has been reviewed and approved the project manager is responsible for adjusting the schedule.

### **Scope Change**

Occasionally, approved changes to the project's scope may result in the schedule needing to be re-baselined.

Any changes in the project scope, which have been approved by the project sponsor, will require the project manager to update the schedule.

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