

scheduling and tasking | general guidelines

If you do not plan it, somebody else will plan it for you!

PROJECT PLANNING and EXECUTION

These two phases in the project are critical and are closely linked.

- The planning phase is where all the detailed aspects of the project are determined, coordinated, and documented. The Planning Phase is not only a work breakdown schedule, it includes other components.
- The execution phase is when these plans are carried out.

OBJECTIVES

SCHEDULING and TASKING of the projects is done to identify the following:

- Task definition.
- Task Dependencies.
- Milestones.
- Estimated task duration.
- Start and finish dates.
- Resource assignments.
- Budget.

THIS MODULE ADDRESSES THE DESIGN of a schedule to be used by ALL the project team members.

PUBLISH THE PROJECT SCHEDULE IN A FORMAT SUCH THAT IT CAN BE ACCESSED AT ALL TIMES

DESIGN YOUR SCHEDULE TO BE

- USER friendly.
- Capable of absorbing changes in resources, time, and other variables and of incorporating these changes into other parts of the schedule.
- Capable of producing reports.
- Published in a site that is easily accessed by the project team, including team members not from RMW.

These objectives and design requirements will determine the tools you use to document and publish the project schedule and the Project task plans.

CHANGES

Changes to the project schedule and the Project task plans are done by the project manager or another designated team member who:

- Modifies the plan.
- Communicates the changes to the team members.
- When necessary, seeks approvals, and then makes the necessary adjustments.

RECOMMENDATIONS

- Make sure team members clearly understand assignments and completion dates.
- Communicate project status regularly and warn team when problems occur. Incorporate changes to the schedule as they are approved.
- Use the initial schedule as a baseline to track major changes and use that information for Quality Control.
- Use milestones to identify major project events and see if project is on schedule.
- Incorporate contingencies and report dates.
- Incorporate deliverables by consultants and tasks by others such as government agencies, inspections, etc.
- Monitoring the scope triangle: resource, time, and quality. Changes in one part will change the others.
- Examine relationships and dependencies before rescheduling tasks.
- Note completion of tasks as 0% and 100% unless there is a way of clearly measuring partial completion.
- Roll-out deliverables in phases as applicable to project type to better manage schedule problems. Consider issuing high-priority deliverables, and lower priority and non-mandatory deliverables.
- Verify resources and others that might affect the schedule availability periodically.