

Project

Schedule Management Plan

Version 1.0

SCHEDULE MANAGEMENT PLAN	
PROJECT	
Version #: 1.0	Issue Date:

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Document Information and Revision History

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1. Introduction

1.1. Purpose of the Schedule Management Plan

The Schedule Management Plan has the following purposes:

- To present the schedule of the project;
- To identify factors that will tend to delay the schedule; and
- To describe procedures that will be used to deal with schedule slippages.

2. Project Schedule

The detailed project schedule is provided in Appendix A. The following table provides the major milestones of the project.

Milestone	Deliverable(s)	Date

2.1. Potential Causes of Schedule Slippages

Following is a list of the factors that could lead to a slippage in the schedule.

- Project activities require more effort than planned;
- Project staff require more training or experience to meet the estimates;
- Additional activities beyond those planned are required;
- Specific technical skills were assumed in the plan that are not available;
- Customer decision are not made in a timely manner; or
- The review and approval of deliverables takes longer than planned.

3. Project Control Procedures

3.1. Identification of Schedule Problems

- Weekly (or other) review of activity status and estimates to complete work packages. Each current activity will be reviewed and an estimate to complete (ETC) it will be

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made. The estimate to complete will be added to the effort already spent. A potential slippage occurs when that total (EAC) exceeds the original estimate.

- Weekly (or other) review of unplanned requirements such as equipment, staff, or consulting resources. The adequacy of current resources, human and equipment will be reviewed. A potential schedule slippage occurs when the need for additional resources is identified.
- Weekly (or other) review of customer activities and performance. The response of the customer team will be reviewed, particularly for current activities. A potential slippage occurs when there are delays in responsiveness or customer decisions.
- Weekly (or other) review of risks and changes to risks. The current status of risks will be reviewed as described in the Risk Management Plan. A potential slippage occurs when existing risks have become riskier or when new risks have been identified.
- Weekly (or other) review of changes to scope, approved or otherwise. The current status of scope compliance will be reviewed as described in the Scope Management Plan. A potential slippage occurs when unapproved scope changes are being carried out.

3.2. Resolution of Schedule Problems

- Accept the slippage
The schedule slippage will be accepted by xxxxxxxxxxx and xxxxxxxxxxx
- Resolve the slippage
The schedule slippage will be resolved by (adding resources, authorizing overtime, engaging consultants). The effect of this approach will be to increase costs.
- Reduce the scope
The project manager will consult with the customer to determine if the scope can be reduced and, if so, what items of functionality can be eliminated or deferred.
- Apply contingency
See below for the procedure to apply contingency to a schedule slippage.

3.3. Applying Contingency

Following is the procedure for applying contingency to cover cost increases or schedule slippages.

Contingencies are under the sole control of the management of xxxxxxxxxxx. The application of contingency will be transparent to customers and will occur when the project manager makes a request to company management to apply it.

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Contingencies are expressed in dollars. When they are applied to schedule slippages, they will cover the costs of extra resources, overtime, or additional external consulting. The steps for applying contingencies are as follows

1. Identify the reason for the schedule slippage and the expected total impact.
2. Present the contingency request to the management of xxxxxxxxxxx
3. Upon approval, update the project plan, reducing the schedule contingency available.
4. If the request is not approved, follow management's directions for dealing with the schedule slippage.

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Appendix A: Detailed Project Schedule

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Schedule Management Plan Acceptance

Approver for :

_____ Date _____

Approver for :

_____ Date _____

Project Manager Approval:

_____ Date _____
Project Manager