

Schedule Control—Activity Definition**Purpose:**

The objective of this activity is to ensure that tasks are executed as per schedule so that the deadline for the project can be met. If the schedule cannot be met, the relevant stakeholders need to be informed.

Participants:

The Project Manager controls the schedule.

Inputs:

Work Breakdown Structure[1], Work Plan[1], Integrated Project Plan[3], Change Request form [3]

Process:

1. The Project Manager is responsible for tracking the various tasks in a project. Tracking is done by exchanging task status information with team members and then incorporating the most up-to-date status information into your project schedule.
2. The Project team is responsible for completing the assigned activity within the given time frame with the requisite quality.
3. The project is executed as per guidelines and standards set.
4. Testing and reviews are conducted as per guidelines and standards set.
5. The Project Manager needs to review the Work Plan to identify problems or potential problems.
6. The Project Manager reviews change control forms to see if there is an impact to the schedule.
7. If any task, schedule or resource information has been changed, the Project Manager needs to distribute copies of the most current project information to the project team.
8. The Project Manager needs to communicate any change in committed timelines to the relevant stakeholders (supervisor, customer, any other Project Manager whose project is dependant on the completion of this project, etc.).

Outputs:

Tracked work plan
Milestone trend charts

Schedule Control—Guidelines

1. Determine a strategy to monitor and control progress. Ask your team members to report to you at an appropriate frequency the status of their work.
2. How will the schedule be controlled (milestones, progress to plan on activities, corrective action upon serious deviation from the plan)? Identify people in the organization that might be able to help get the project on track if tasks are not being completed on time due to lack of skill.
3. A suitable tool can be used for tracking project progress. e.g. MS Project, MS Excel, Project Load, or any other tool used in the Office of the CIO