

“... the **discipline** for **stating how to complete a project** within a certain timeframe, usually with defined stages, and with designated resources.”

Project scheduling, is the discipline for stating how to complete a project within a certain timeframe, usually with defined stages, and with designated resources. According to standard PM methodology, scheduling is part of the planning process. And...

“I have always found that **plans are useless**, but **planning is indispensable.**”

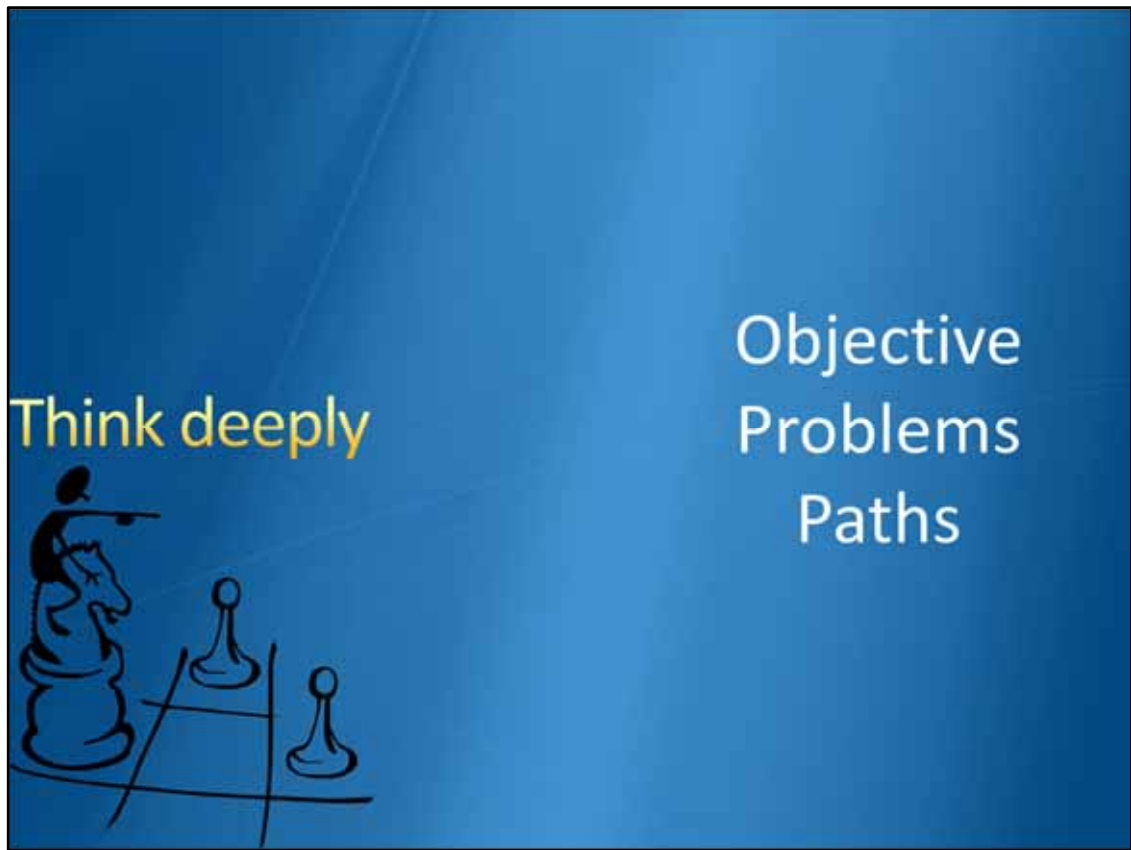
(Dwight D. Eisenhower, 34th US President)

As Dwight David "Ike" Eisenhower once said: *“I have always found that plans are useless, but planning is indispensable.”*

He was the [34th President of the United States](#) from 1953 until 1961 and a [five-star general](#) in the [United States Army](#). (Wikipedia).

On each project it is crucial for us to do proper planning. Why?....





Because, above all, It makes you think deeply about your objective, the problems you will encounter and the paths you may take.



And it provides other benefits such as:

Helps Calculate Project Costs

Set realistic expectations (customer & management)

Plan & Coordinate resources

Track & Report progress



How to do Project Scheduling? There are many things you must do & one thing you should definitely do right in planning, is the project schedule. In the next few slides I will talk about it and the basics about how this is done.

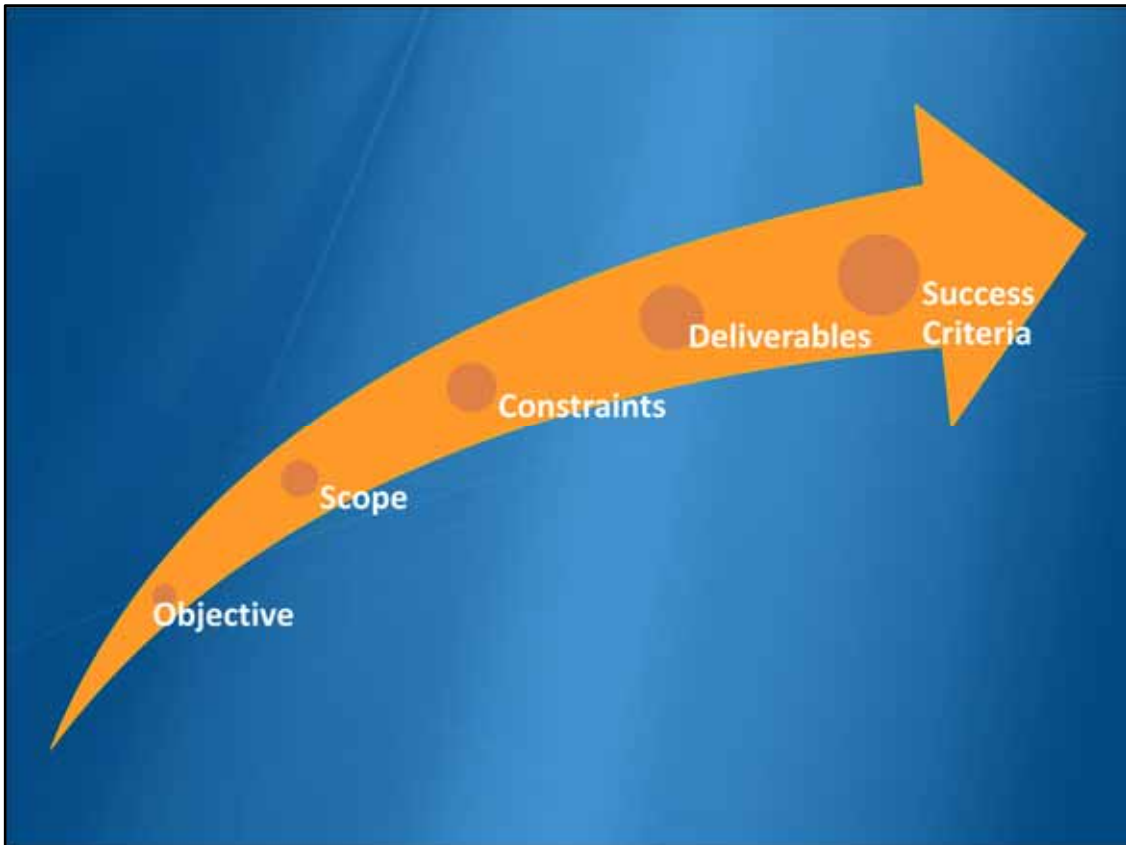


Follow this sequence of steps:

Review the Project Charter -> Create a WBS & Capture ALL Deliverables -> Define Activities -> Define Sequence of Activities -> Estimate Resources for all Activities -> Estimate Activity Duration -> Develop the Schedule.

Review Project Charter





Before planning/scheduling, open the Project Charter and review all its contents. Double check your objectives, the project scope & constraints, and write down your deliverables. Make sure you don't miss any of them.

Create WBS





I am sure you all know that a **Work Breakdown Structure (WBS)** in [project management](#) is a tool that defines a [project](#) and groups the project's discrete work elements in a way that helps organize and define the total work scope of the project. The Work Breakdown Structure (WBS) is a [tree structure](#), which shows a subdivision of effort required to achieve an objective.

By creating the WBS you gain a lot of clarity regarding the deliverables of your project and you have a good basis from which to start creating your plan.



When creating the WBS, remember that it is organized around the primary products of the project (or planned outcomes) instead of the work needed to produce the products (planned actions).



Don't forget also the 100% Rule - the WBS includes 100% of the work defined by the project scope and captures all [deliverables](#).

Define Activites

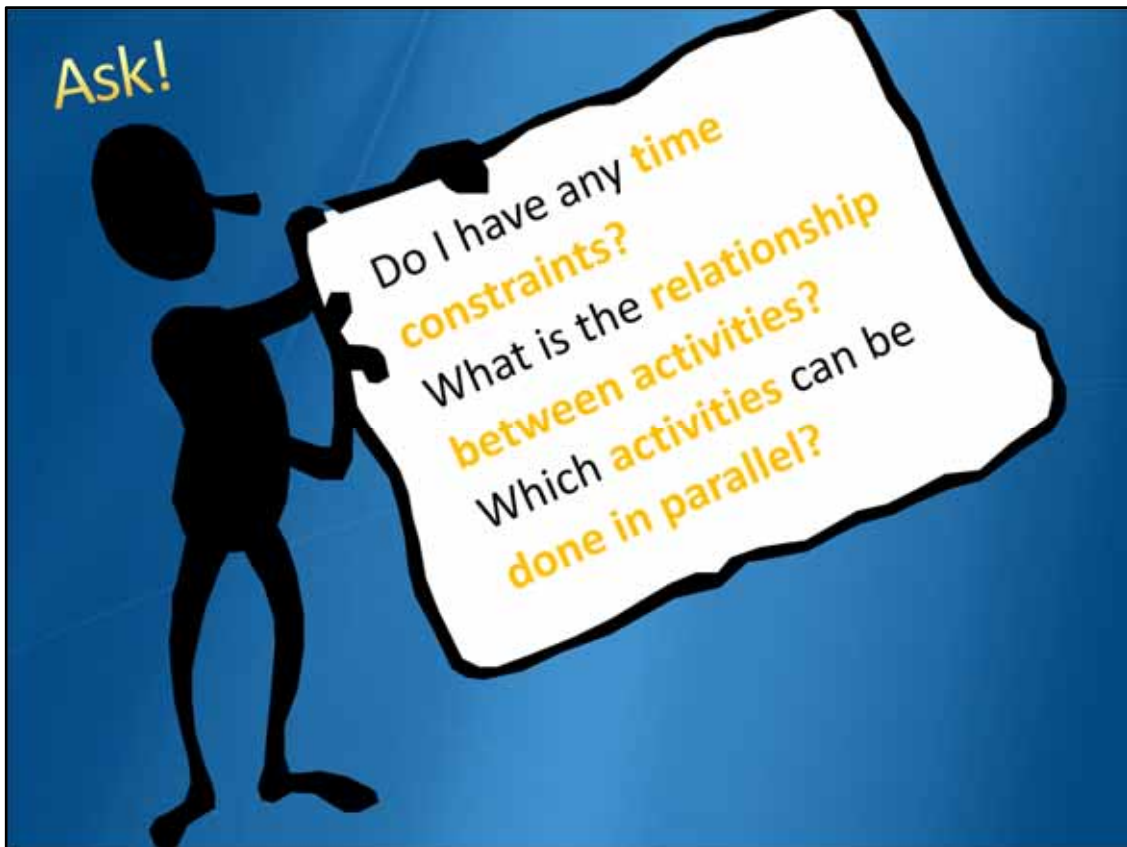




Start with the lowest level of the WBS. Document all activities that are required in order to obtain each sub-deliverable (block in the WBS).

Sequence of Activites





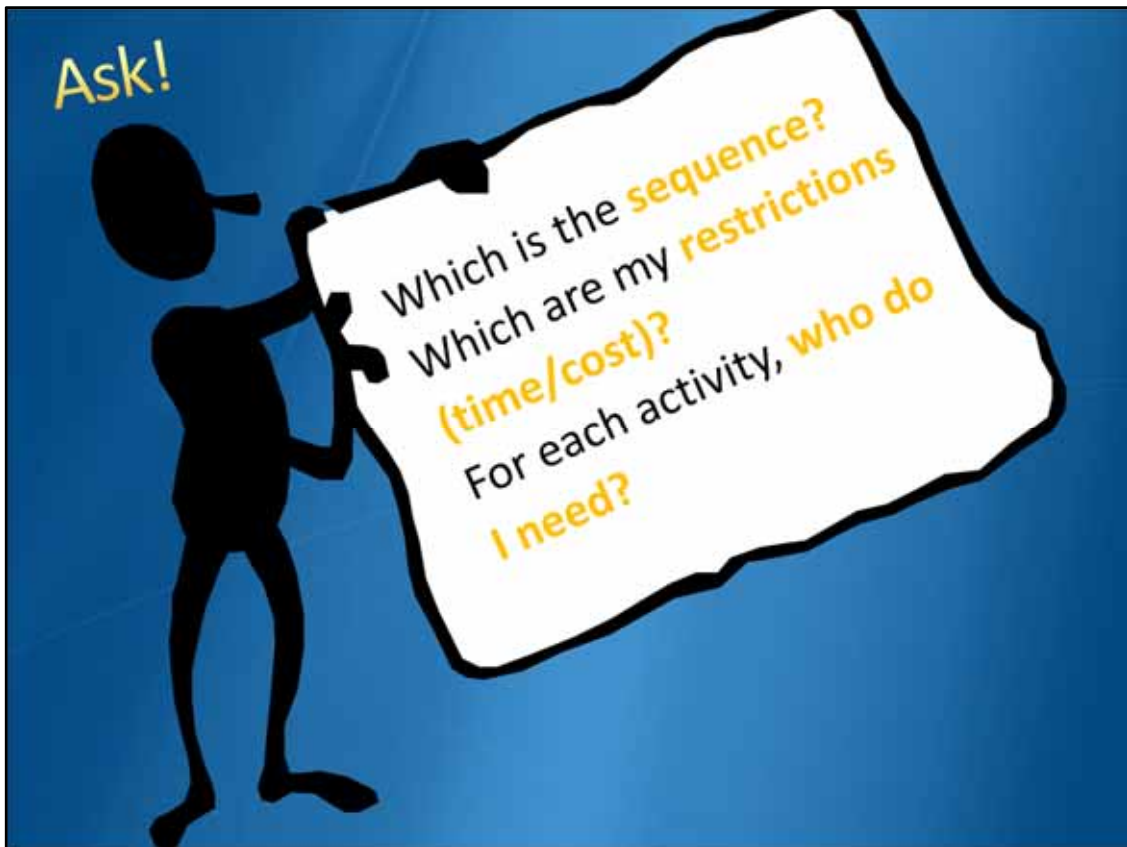
When defining the sequence of activities, ask the following questions:

Do I have any times constraints for any of the deliverables?

What is the relationship between activities?

Which activities can be done in parallel?

Estimate Resources

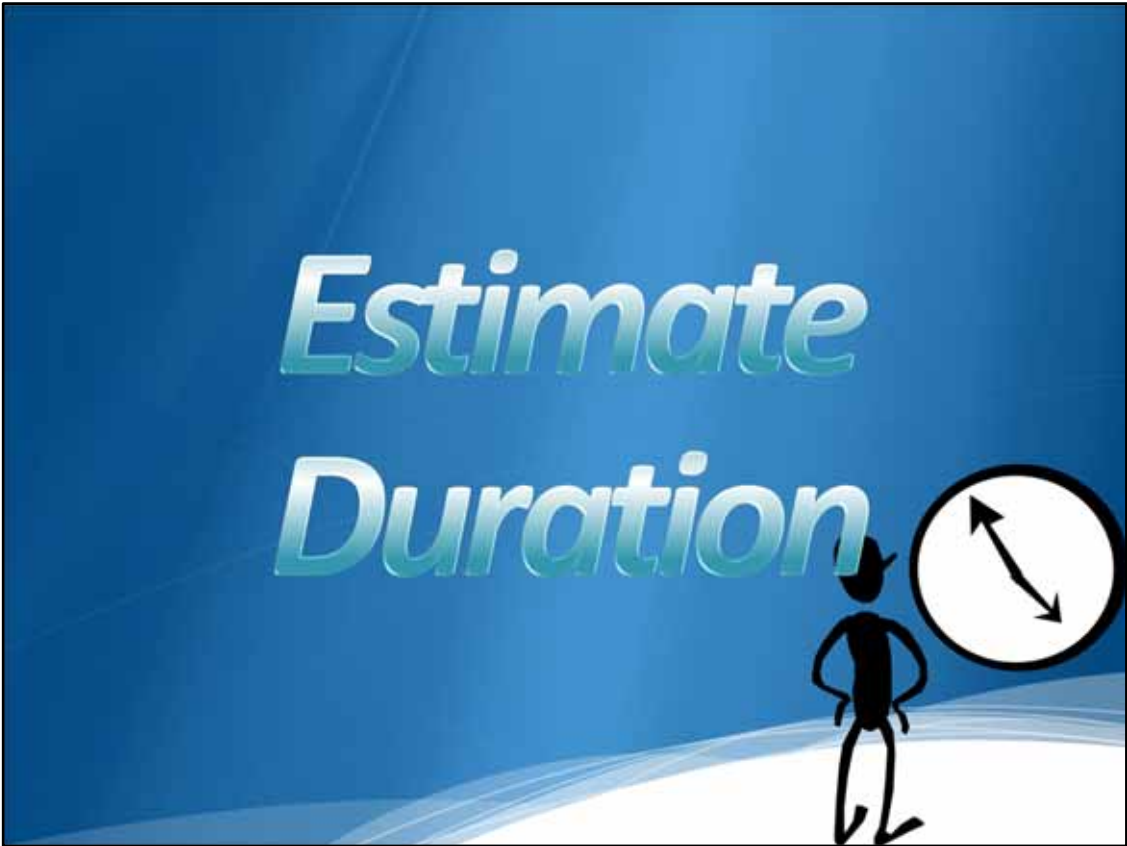


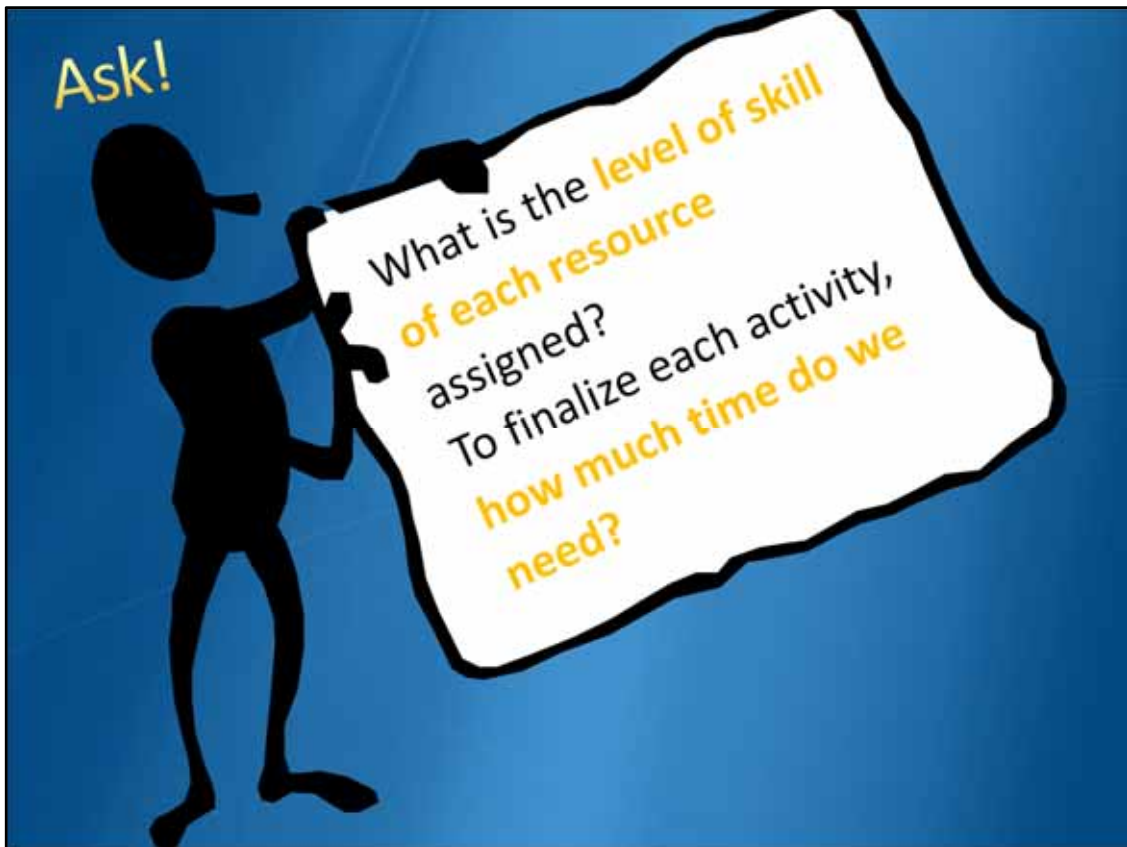
When estimating resources, ask the following questions:

Which is the sequence?

Which are my restrictions (time/cost)?

Who do I need for each activity?





When estimating duration, ask the following questions:

What is the level of skill of each resource assigned?
How much should it take to finalize each activity?



Don't forget plan time buffers at task level.





Now you are ready to create the first version of your Project Plan. When doing it, don't forget about these tips:

Use Microsoft Project

Identify Milestones (to highlight state/achievements)

Identify the Critical Path

Optimize the Critical Path

Save Baseline





Follow this sequence of steps:

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Remember!

Planning requires team participation



Another implementation of the same product
doesn't mean the same project plan

Plans always change and reprioritize with
situations

And Remember these tips:

Planning is requires team participation

Another implementation of the same product doesn't mean the same project plan

Plans always change and reprioritize with situations



Credits

whatis.com
Wikipedia
PMBOK, 4th Edition

Created by...

