

Time Schedule

What is the Time schedule and what is it used for

The Project time schedule document provides information on when specific tasks should be implemented, in which time periods and who should be implementing them (in other words how demanding they are in terms of human resources).

The document is primarily used to compare the current status with the original plan, based on which deviations are established along with any arising needs for corrective and preventative measures.

When is the document prepared

The time schedule is prepared in the planning phase of the project management and during the implementation phase it is updated if needed.

Who participates in the preparation process

The project steering team participates in the preparation of the document which is then approved by the organisation manager or its authorised statutory representative.

When is the document used

The document is used in all project phases – the planning, implementation, and post-project phases when it is used as a background information for feedback evaluation of the project.

Process of preparing the document

WBS data is used to create the document.

- Based on the WBS it is necessary to create a list of activities – what does somebody have to do in order to create a relevant work package for the lowest WBS level? It is recommended to keep the level of detail to circa 1 to 10 person-days per activity.
- All activities on the list must state the time estimate and related human resources, and any other resources.
- Consequently, it is necessary to put the activities into a logical sequence based on their end and start (one activity has ended, another one can start).
- Check if the time schedule is in accordance with the approved time limit and budget, if necessary make changes.

Note

When preparing the time schedule, it is advisable to use one of the SW tools intended for this purpose. The MS Project is a standard tool which can be acquired fairly cheaply as part of various Academy licences. The OpenProj SW (www.openproj.cz), which is visually and functionally very similar to MS Project, is for example completely free.

Using the SW on an MS Excel basis is not recommended as there is no function linking different activities. This solution, using tables, can only be used for small scale projects, up to circa 20 activities, when the Project Manager is able to memorise the necessary links. The table can be transferred to MS Word (see below). An example document is attached for small scale projects.

For standard and large scale projects a table will not suffice, and the document must be prepared in the relevant software as the time schedule for each project is unique. An example of how to

create a project in OpenProj is shown for standard/large scale projects. The manual for OpenProj software can be found at www.openproj.cz.

Example of a prepared document – small scale project

First phase

Activity:	October 2011	November 2011	December 2011	January 2012
Classroom concept preparation – part 1	■	■		
Preparing tender documentation (all)	■	■	■	
Tendering process for suppliers (all)		■	■	
Completion of the classroom concept		■	■	
Implementation of alteration work in the classroom			■	
Language courses for teachers – phase 1			■	
Language courses for teachers – phase 2				■

Second phase

	February 2012	March 2012	April 2012	May 2012	June 2012
Specific arrangement of internships	■	■			
Internships for teachers		■	■		
Preparation of stays abroad for students		■	■		
Stay abroad for students 1			■		
Stay abroad for students 2			■		
Stay abroad for students 3				■	
Preparatory courses for students for certification				■	■
Certification				■	■
Project completion					■

Note: The process can be modified if we insert the expected capacity of person-days per team directly into the table cells, e.g. as follows:

Activity:	October 2011	November 2011	December 2011	January 2012
Classroom concept preparation – part 1	3 5			
Preparing tender documentation (all)	4 2 2 4			
Tendering process for suppliers (all)		5 1 1 5		
Completion of the classroom concept		2 2 2 2		
Implementation of alteration work in the classroom			2 2	
Language courses for teachers – phase 1			6 8	
Language courses for teachers – phase 2				8 8 6 6

Example of a prepared document – large scale project

An example of a document prepared in OpenProj

