Logo

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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, phase, etc.]

Project Schedule Management Plan

The project schedule management plan is a component of the project management plan that establishes the activities for developing, monitoring, and controlling the project or program.

REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*										
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers					
Rev. 0 (draft)	29/10/2013											

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Schedule Management Plan from time to time may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation

TABLE OF CONTENTS

SCHEDULE MANAGEMENT APPROACH

Explain the methodology how you are planning to establish the project schedule and mention details such as what software you are using (if any)…

Important information to include is the level of accuracy, the unit of measure (hrs., days…) and the threshold.

Scheduling Process

Activity Identification

How are activities identified?

Sequencing

Explain how activities are sequenced, how are their interdependencies found and considered?

Resource Estimating

How are you estimating the resources?

Duration Estimating

How are you estimating the duration of activities?

MILESTONE LIST

SN	Name	Description	Date	Type		
				☐ Internal ☐ External	☐ Final ☐ Interim	☐ Mandatory ☐ Optional
				☐ Internal ☐ External	☐ Final ☐ Interim	☐ Mandatory ☐ Optional
				☐ Internal ☐ External	☐ Final ☐ Interim	☐ Mandatory ☐ Optional
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				☐ Internal ☐ External	☐ Final ☐ Interim	☐ Mandatory ☐ Optional

ACTIVITY LIST

ID	Name	Description	Predecessor		Successor		Constraints
			ID	Relationship	ID	Relationship	

MONITORING AND CONTROLLING

Schedule Updates

Explain how the schedule will be updated, what information is required to update and at what frequency, how often will you be updating, etc.

Schedule Changes

What is the process in case of changes, who has authority to approve changes?

Reporting

How are you reporting, how often, what level of details, the reporting format to be used, to whom etc.?

Delay

How much delay is acceptable on certain milestones and on the project or phase completion date?

How will you be dealing with such delay?

How will you get back on schedule?

ATTACHMENTS:

Attachment 1	Approved Schedule Baseline
Attachment 2	