



Project Schedule

Your Company Name

Project Description

Describe in detail, what the project is all about

Project description is crucial to provide the following details about your project: the problem the project will address, a set of goals for the project, the overall objectives for the project, as well as a project plan that describes the activities the members will undertake.

PROJECT TITLE:












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Risk Identification

it is important to identify all the possible risk elements which might get associated with it. Below is a template which you can use to list down all the possible types of risk and mention there possible impact on the project

Risk identification is important for determining which risks may affect the project and documenting their characteristics. The key benefit of including this process is that it documents the existing risks and the knowledge and skills offered by the project team anticipating risk events.

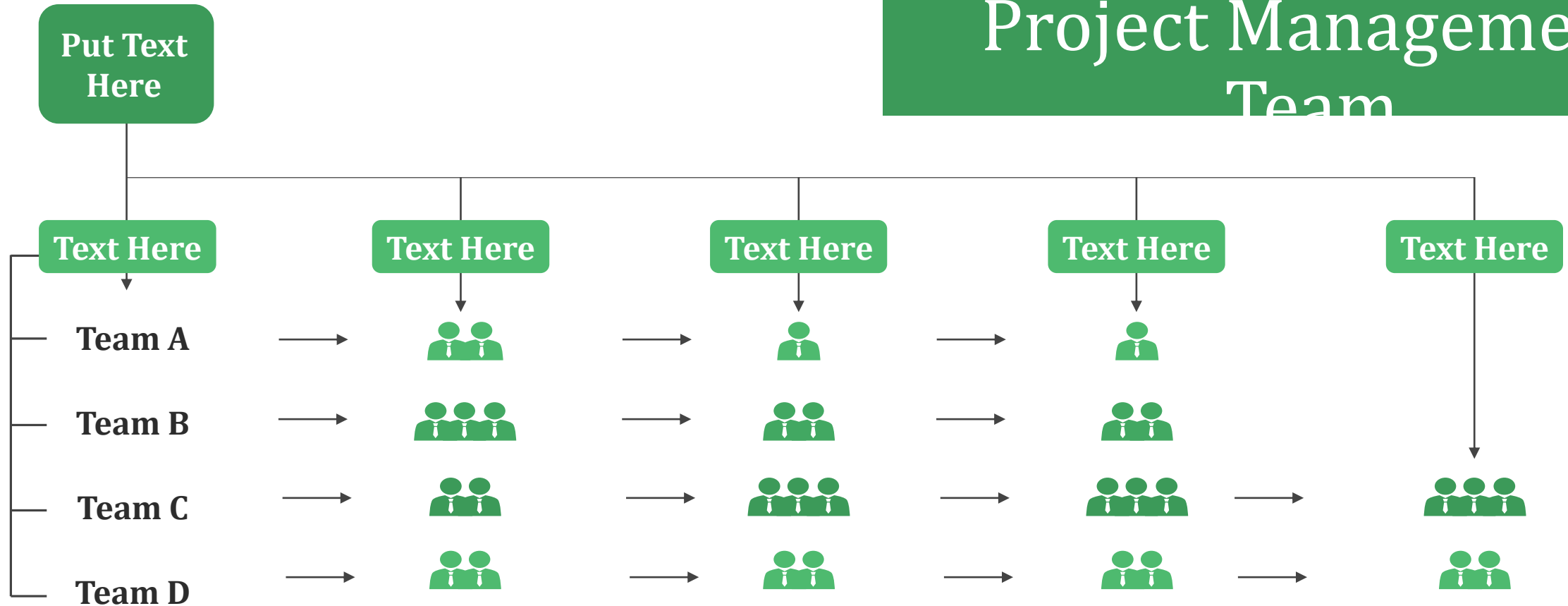
Type Of Risk	Jeopardy	Description of the Risk	Expectation of the Risk	Impact of the Risk (1 to 10)	Severity of the Risk (Expectation x Impact)	Contingencies/ Plan of Acton
						
Delay of critical resource	Budget Schedule	No Funds available until XYZ individual is located				Contact organization to locate XYZ individual
Delay getting additional data	Schedule	Contractor is currently searching for it				Focus on task not additional contingency required
Extra Project Asset	Schedule Resources	Can't obtain any extra Assesst				Not necessary at this time

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This slide covers all those people who would be associated with this project

The project team structure establishes a formal relationship between the project manager, the project team members, and the other stakeholders involved. The project manager is the senior most who manages the team and have the authority to lead the project. The way a project team is structured can play a major role in how it functions to achieve a common goal.

Project Management Team



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Roles & Responsibilities

A successful project requires the project team to participate (at some level) in the planning process, buy-in to the project plan, and be responsible for completion of assignments. It is important to have a defined formal structure of roles and responsibilities for the project and for the project team to stay aligned towards a common goal

Project Deliverable(or Activity)	Project Leadership					Project Team Members					Project Sub- Team				Resources		
	Executive Sponsor	Project Sponsor	Steering Committee	Advisory Committee	Role #5	Project Manager	Tech Lead	Functional Lead	SME	Project Team Member	Developer	Administrative Support	Business Analyst	Role #1	Role #2	Role #3	Role #4
Initial Phase Activities																	
Request Review by PMO	A/C	R/A				R/A	A/C		C								
Submit Project Request						R											
Research Solution	I					R/A	A/C	A/C	C								
Develop Business Case	I	A/C	I	I		R/A	C	C	C				C				
Plan Phase Activities																	
Create Project Charter	C	C				R/A	C	C	C				C			C	
Create Schedule	I	I	I	I		R/A	C	C	C	C			C			C	I
Create Additional Plans as Required	I	I	I			R/A				I			I			C	I
Execute Phase Activities																	
Build Deliverables	C/I	C/I	C/I	C/I			R/A	R/A	R/A	R/A						A/C	
Create Status Report	I	I	I	I		R/A	R/A	R/A	R/A							C	I
Control Phase Activities																	
Perform Change Management		C	C	C		R	A	A	A							C	I
Close Phase Activities																	
Create Lessons Learned	C	C	C	C		R/A	C	C	C	C	C	C	C			C	C
Create Project Closure Report	I	I	I	I		R/A	I	I	I	I	I	I	I				I

responsibilities of the project team with respect to all the project deliverables using this table

Project Management Gantt Chart

A Gantt chart is an essential project management tool that helps in illustrating the work completed over a period of time in relation to the time planned for the work. A Gantt chart can include the start and end dates of tasks, milestones, dependencies between tasks, assignees, and more.

2018



Tasks	Start	Duration (Days)	% Complete	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	05-Mar
Task 1	1/2/12	35	26%										
Sub Task 1.1	1/2/12	10	40%										
Sub Task 1.2	1/12/12	25	20%										
Task 2	1/2/12	66	88%										
Sub Task 2.1	1/2/12	30	100%										
Sub Task 2.2	2/1/12	25	80%										
Sub Task 2.3	2/27/12	10	70%										
Task 3	1/2/12	10	40%										
Sub Task 3.1	1/2/12	10	40%										

This a Gantt chart representing the various tasks to be performed along with there duration and degree of completion, you can use it as per the need


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Risk Assessment

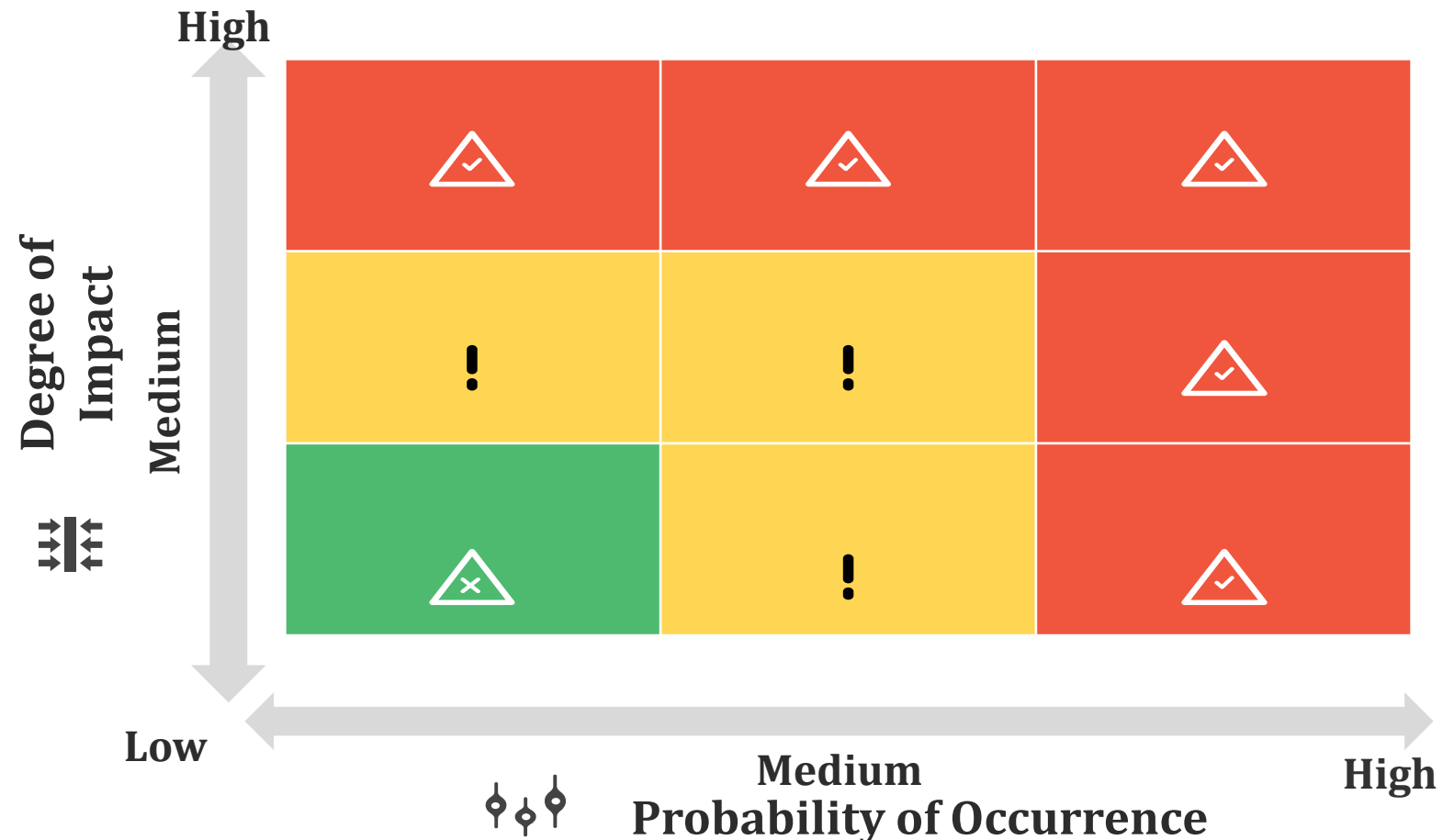
Assess the level of impact the risk factors would have and there probability of occurrence while implementing the project

A project risk assessment process aims to gain a deeper understanding of which project tasks, deliverables, or events could influence its success. Through the assessment process, you identify potential threats to your project and analyze consequences in case they occur.

 Red area indicates 'yes', we need to develop a **Risk Management Plan**

 Yellow area indicates 'iffy', answer on a case by case basis

 Green area indicates 'no', don't develop a Risk Management Plan

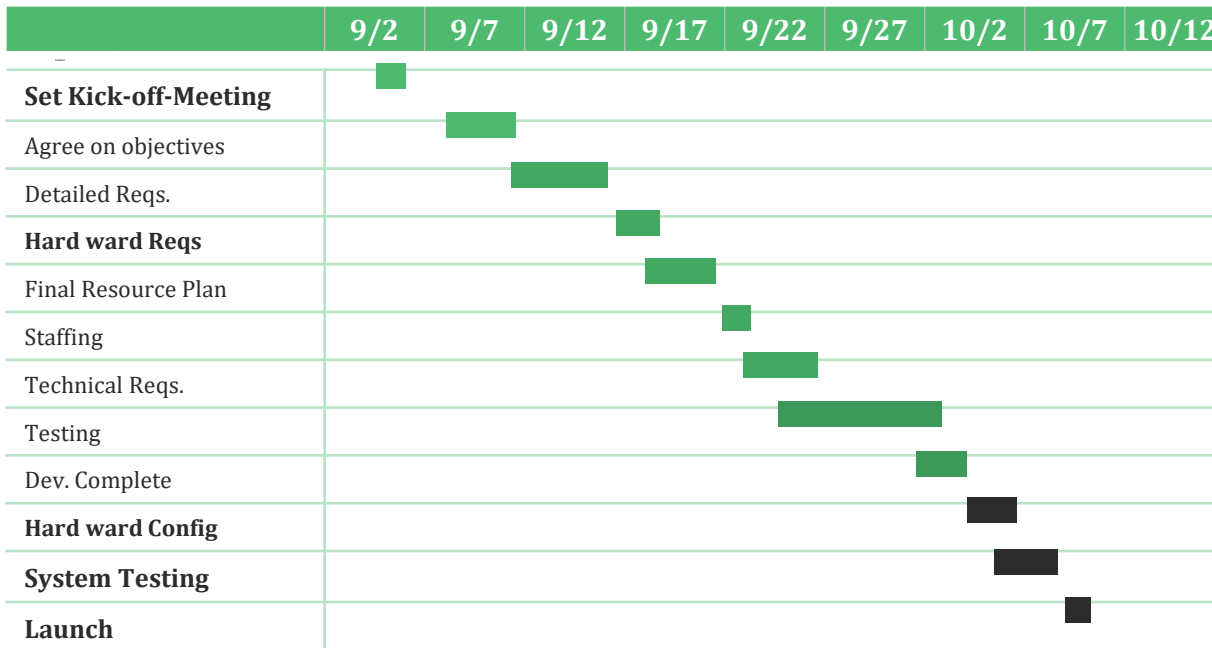
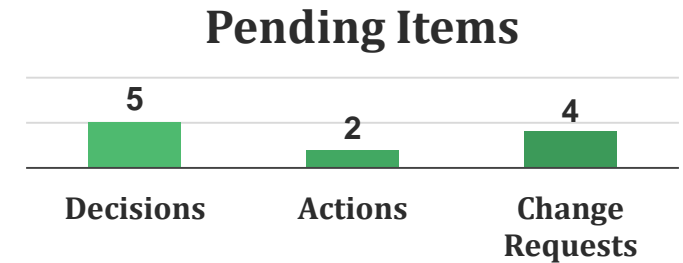
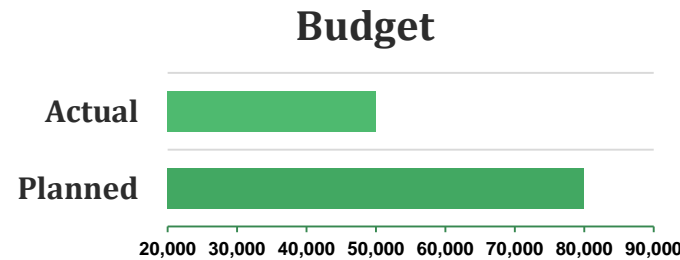
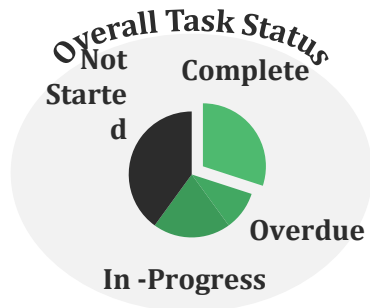


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Project Management Dashboard

A project management dashboard is a single page that tells you at a glance how all of your projects are doing. Whatever you use it for, whether it's a task management dashboard or a project status dashboard, you'll want a dynamic dashboard that can pivot with you and your teams.

This is a graphical presentation to understand the overall management of the project and to analyse the budget as well as the timelines of the project



Tasks	Assigned To	Priority	Status
Set kick-off meeting	Alex B.	★	Complete
Agree on objectives	Frank C.		Complete
Detailed Reqs.	Jacob S.	★	Complete
Hardware Reqs	Jacob S.		Overdue
Final Resource Plan	Jacob S.	★	In progress
Staffing	Alex B.		In progress
Technical Reqs.	Frank C.	★	Not started
Testing	Kennedy K.	★	Not started
Dev. Complete	Jacob S.		Not started
System Testing	Alex B.	★	Not started
Launch	Kennedy K.		Not started

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Project Status Report

Project status reports are timely updates on the progress of your projects. Written concisely, project reports offer high-level information about project progress, so team members get at-a-glance insight into what's happening within the project.

Project Title Here			
Project Manager		Billy Bob Brother	
Project Start Date		January 1, 2013	
		Big Boss Man	
		December 31, 2013	
Project Description/ Scope Statement			
<i>This is the Description of the Project.</i>			
Project Path			Yellow
Title	Owner	Due	Status
Project Approval	J. Bob	1-Jan-13	Complete
Planning	R. Mack	1-Mar-13	Complete
Design	D. Hoff	1-May-13	In Progress
Development	S. Queue	1-Jul-13	Not Started
Training	I. Manning	1-Sep-13	Not Started
Launch	L. Dizzy	1-Oct-13	Not Started
Support	J. Bob	1-Nov-13	Not Started
Project Close Out	R. Mack	1-Dec-13	Not Started
Key Risks			Green
Title	Owner	Due	Status
Risk Description #1	J. Bob	25-May-13	In Progress
Risk Description #2	R. Mack	26-Jul-13	In Progress
Risk Description #3	D. Hoff	3-Nov-13	In Progress
Risk Description #4	I. Manning	15-Nov-13	In Progress
Risk Description #5	L. Dizzy	1-Dec-13	In Progress
Key Issues			Green
Title	Owner	Due	Status
Issue Description #1	S. Queue	1-Jul-13	In Progress
Issue Description #2	I. Manning	13-Aug-13	In Progress
Issue Description #3	L. Dizzy	17-Sep-13	In Progress
Issue Description #4	R. Mack	3-Oct-13	In Progress
Issue Description #5	D. Hoff	18-Oct-13	In Progress

This is a report capturing the current status of the project. It will help you in achieving clarity about the completion of the project & would enable you to focus on the risk & issues associated with the project

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FAQs on Project Schedule

What are project scheduling techniques?

Using scheduling techniques in a project to align goals with business tasks is vital. A schedule needs to be proportionate with the project's timeline and resources. A proper project schedule helps in prioritizing work in an orderly manner. There are different techniques you can use to schedule your project. Some of these are:

- Mathematical analysis
- Simulation
- Task list
- Calendar
- Gantt chart

What is the difference between project planning and project scheduling?

Project planning and scheduling are two sides of the same coin in project management. Project planning allows you to choose and design effective strategies to accomplish project goals. Project scheduling assigns tasks by allocating relevant resources within an estimated time and budget.

What are the features of a good schedule?

Regardless of the type of project or scheduling system, a good schedule comprises different attributes that help project managers complete their tasks on time. These are as follows:

- It is flexible
- It is easily communicated
- It showcases early deadlines
- It allows for revision time
- It exhibits interrelationships among tasks
- It encourages teamwork

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