

PROJECT SCHEDULE MANAGEMENT PLAN TEMPLATE

This template enables you to create a schedule management plan for your project. This is a critical document because as part of its production the criteria for developing, monitoring, and controlling the schedule are established along with and the individual activities that relate to each of these components of the schedule.

It defines how each resource will be measured, its performance assessed, level of accuracy and control thresholds that are acceptable for this project. The Work Breakdown Structure (WBS) document plays a key role in producing the schedule management plan as it defines the manageable chunks of work required for each deliverable once approved these create the 'project scope baseline'.

This plan outlines the precise nature and objective of the project including who must be liaised with so that your project is approved and signed-off by the correct individuals. Another purpose performed by the creation of this schedule management plan is to ensure that everyone connected with or involved in the project has a common and thorough understanding of why the project is being undertaken and how the organization will benefit on its completion.

FRONT COVER	DESCRIPTION: this page details the typical items found on the cover of schedule management plan. Amend its contents to reflect the needs of your specific project and organization's culture.		
Displays a top-level summary of essential information relating to the Schedule Management Plan.	<ul style="list-style-type: none"> • Project Manager is listed as its author along with their contact details. • Project Name that this plan relates to. • Version of Schedule Management Plan <ul style="list-style-type: none"> - Version history will be shown in relevant appendix. • Approval: <ul style="list-style-type: none"> - Lists the names and job titles of each person who as given approval and sign-off of this plan. - The date and version they have approved accompany their signature. • Circulation List of who (name, location & organization) has received stated version. 		
Project Working Title:	Project Description:		Version: Date:
Project Sponsor:	Contact tel: email:	Plan Author:	Contact tel: email: Organization:
CIRCULATED TO:			
-	-		

SCHEDULE MANAGEMENT PLAN APPROVAL

Printed Name & Job Title	Project Role	Signature	Date Approved
	Project Sponsor		

INTRODUCTION – describes the importance of planning schedule management and the objective of this plan and its contents.

SCHEDULE MANAGEMENT APPROACH – this section of the plan describes the methodology that the project will adopt in terms of the format and tools to be used to manage the schedule, including the identification of schedule milestones.

ROLES AND RESPONSIBILITIES – this section defines each individual that is part of the schedule management, both in terms of its planning and execution. Each role and its associated responsibilities will be described in this part of the plan.

Schedule Mgmt Role	Responsibilities	Name	Contact Details

SCHEDULE CONTROL – is an extremely important section of this plan because it describes the process for controlling the project schedule. This will include the frequency with which project updates and schedule reviews will be created and distributed. Progress communications on the schedule throughout the project duration will have their regularity and circulation defined in this part of the plan. Finally, this section also states who is responsible for each aspect of controlling the project schedule.

Roles & Responsibilities

SCHEDULE CHANGES & THRESHOLDS – this section describes the boundary conditions that have been set by the project sponsor, which in turn determines the parameters the project schedule is required to operate in. Those changes that fall outside these conditions are required to comply with the defined change request process.

SCOPE CHANGE – defines how any approved scope changes will be incorporated into a new schedule baseline. For each scope change the project manager and appropriate members of the team detail how the original schedule in terms of deliverables, resources, costs and times has been adjusted to create the new baseline.

APPENDIX A – VERSION HISTORY

This appendix records the version history of this plan. For each new and approved version the reasoning behind its creation are described below

Version Number	Name of Implementation Author	Date Revised	Approved by	Date Approved	Reasoning behind new version
1.0					

APPENDIX B – GLOSSARY OF PROJECT TERMS

Each project uses standard acronyms and develops their own for the ease of communication. It is important to record them in this plan to ensure clarity of description and terminology is consistent in every communication.

Acronym / Term	Standard or Project Definition
PMO	Project Management Office

APPENDIX C – DOCUMENTATION REFERENCES

Any professionally managed project has extensive documentation the purpose of this appendix is to record which documents (plus the version used, if applicable) have been used in the production of and conjunction with of the communications management plan.

ISBN / Reference / Version	Document	Author