

## PHASE 2 ~ CONCEPTUAL DESIGN

### Deliverable 7 ~ Project Schedule

**INSTRUCTIONS.** Create a project schedule for your design project plan. Your schedule is due electronically and you should add it to your design history file as well. Your document should have the filename convention Team-yournumber\_del7\_project\_schedule.

#### Purpose

A project schedule is an organized, chronological list of all tasks required for the project from start to completion. It outlines the order in which activities are to be performed and estimates of how long each will take. The schedule provides an incremental guide for what you should be working on to remain on track for the design project to be successfully completed.

#### Critical Information

To schedule your activities and resources, you will need to follow these steps:

1. Identify activities and events (from the Work Breakdown Structure)
2. Identify constraints (from the Statement of Work)
3. Determine the durations of different activities and, if more than one person will be involved, who will be doing them
4. Decide on the order of performance
5. Develop an initial schedule
6. Revise your schedule as necessary

#### Format of the Project Schedule

There are several tools for developing schedules, timelines, flow charts, and so on. Here are some popular ones:

- Key events schedule. A table showing events and target dates for reaching them (remember that events are milestones signaling the completion of one or more activities).
- Activities plan. A table showing activities and their planned start and end dates.
- Gantt chart. A graph consisting of horizontal bars that depict the start date and duration for each activity.
- PERT chart. A diagram in which activities are represented by lines and events on the nodes (typically depicted as circles or bubbles).

Some tools are better than others for certain reasons. The key events schedule and the activities plan display dates better. The Gantt and PERT charts give a better overview of how long activities take and where they coincide. Regardless of which format you choose, develop a schedule that you have a reasonable chance of meeting.