KEYS TO GOOD SCHEDULING

(THE SOFT SKILLS)

Keys to scheduling:

Scope Management

Good Communication

Schedule Creation, Updating and Value Adding Reporting

ABOUT ME

CRAIG POPE

Currently Contracting to Defence

Background:

- Planner Anzac Ship + more
- Consultant
- IPSSR
- CEO of Bijingo Project Management Software Company
- Elevator Mechanic
- Electrician
- Self Employed since 2003

SCOPE MANAGEMENT

Scope definition is a key to scheduling

Trends in projects:

- Smaller Projects
- Agile Methodology
- WBS and Dictionary rarely used
- Scheduling Tools haven't changed
- No Scheduler/Planner training programs
- Integrated Tools?

SCOPE MANAGEMENT

So what does this mean to scope?

Often Poorly documented or worse…Unknown or Undefined

As a scheduler I take responsibility for developing the agreed scope statement. This takes time, effort and planning to achieve.

SCOPE MANAGEMENT

So what does this mean to scope?

Plan to define scope as you go

- Write down your scope (WBS dictionary is best, but anywhere is better than nowhere)
- Update your scope as it unfolds (Version Control your document)
- Make sure its written in plain English – No Jargon or acronyms
- Use your scope document as a tool, get it reviewed by the project team

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GOOD COMMUNICATION

So what does this mean?

What do we need to communicate and to who?

- Useful Reports – What is Useful?
  - Helps Decision making?
  - Shows delays?
- Detailed Reports?
- Resourcing?
- Status – Collection

SCHEDULE CREATION, UPDATING AND VALUE ADDING REPORTING

Schedule Creation you can google lists of what is a good quality schedule so I am not covering this today

- Updating Schedules?
- Status Methods
- Checking validity of status
  - Piping
  - Documents
- Walking the floor!
  - Make time for this!!

VALUE ADDING REPORTING

What is value adding reporting?

- Supports All Project / Program Stakeholders
  - Don't forget the project team doing the work!