

## **Project schedule and activities**

### **Objectives of Activity Planning**

#### **What is Planning**

- Plans are nothing but planning is everything. Planning is a continuous process of refinement done during development.
- A detailed plan has to include the schedule of the project comprising of the start and the completion time of every activity defined. The actual achievement can be measured using the detailed plan.
- Planning process ensures that necessary resources needed at different stages are precisely available at requirement.
- Planning also produce a cash flow forecasting that indicates when the expenditure and the income takes place in the process.
- First of all, a plan must contain the start and completions of every activity that produces deliverables must be clearly visible in ensuring that the products of each activity are delivered on time.
- Every stage of the development plan must strive to achieve the objectives as the project moves from one to another.
- A plan must be defined with a set of targets that are achieved which can be measured. At the same instance, when target dates are not achievable the plan must be effectively modified to focus on the target.

#### **Elements of Detailed Planned Activity**

- Along with factors described with activity planning, the following elements play a very important role in achieving the target.
- The elements of a detailed planned activity are:
  - Feasibility assessment
  - Allocation of resources
  - Estimation of costs

- Project coordination
- Personal encouragement

### **Feasibility assessment**

- Feasibility assessment talks about an very early stage describing whether it is feasible for the project to exist within the specified time constraint.
- A detailed plan will help in forecasting of the project as it progresses from one stage to other stages of activities.
- The feasibility factor also lies in the availability of resources that includes specialized staff to carry out the activities.

### **Allocation of resources**

- The best way to allocate resources to the project depends on the availability factor.
- The project plan must analyze the available resources and the timescales for each and every activity.
- Additional usage of resources more than the stipulated timescale will result in lacking the progress of the project.

### **Estimation of costs**

- The project plan must provide solutions to the following questions:
  - What is the total expenditure?
  - How much will the project costs?
  - What are the various estimating factors involved in the development process?
- These can be answered only when a detailed estimation of costs and timing is defined.

### **Project coordination**

- Interaction and communication plays a vital role in handling complex projects.
- Effective team management must be established to carry out the activities in a well-coordinated manner.

- In particular, the availability of staff for a set of integrated project schedules must be carefully allocated with no period of idleness.

### **Personal encouragement**

- Staff involved in the development process must be motivated in an effective way so that they achieve the target without any delay.
- The targets provided to the staff are monitored and personal encouragement must be given to individual staff if they achieve the target on time.
- Activity planning helps in completing the project in minimum time with a nominal cost with the help of project schedules. To shorten the time limit, activities can be carried out in parallel based on the conditions defined for obtaining resources.
- Project scheduling activities include the extension of timescale provided with constraints that can be relaxed to have effective usage.

### **Project Schedules**

- A stage of a larger project, the project plan must be developed to the level of showing dates when each activity should start and finish and when and how much of each resource will be required. Once the plan has been refined to this level of detail we call it a project schedule
  - Creating a project schedule comprises four main stages.

#### **First step**

- step in producing the plan is to decide what activities need to be carried out and in what order they are to be done\_ From this we can construct an ideal activity plan — that is, a plan of when each activity would ideally be undertaken were resources not a constraint
- This activity plan is generated by Steps 4 and 5 of Step Wise

#### **Second step**



**Final step**

- The final step is schedule production. Once resources have been allocated to each activity, we will be in a position to draw up and publish a project schedule, which indicates planned start and completion dates and resource requirements statement for each activity.