

MGT4109 TIME MANAGEMENT GROUP ASSIGNMENT

PROJECT MANAGEMENT GRADUATE CERTIFICATE

The Project Schedule Management and Performance Report

Directions

In this assignment, you are asked to demonstrate **the application of best practices** in time management using Microsoft Professional (2016 and up).

1. You are to assume that you are the project managers for the **Canada Coast to Coast to Coast Project**. This took place as part of the Canada 150 celebrations in 2017. Some of the project background is found here: <https://canadac3.ca/en/homepage/>. As the project managers for this specific project, you have been asked to produce
 - a. The project schedule management plan that covers planning and the estimated duration of the project.
 - b. The project performance report about 80% into the project.

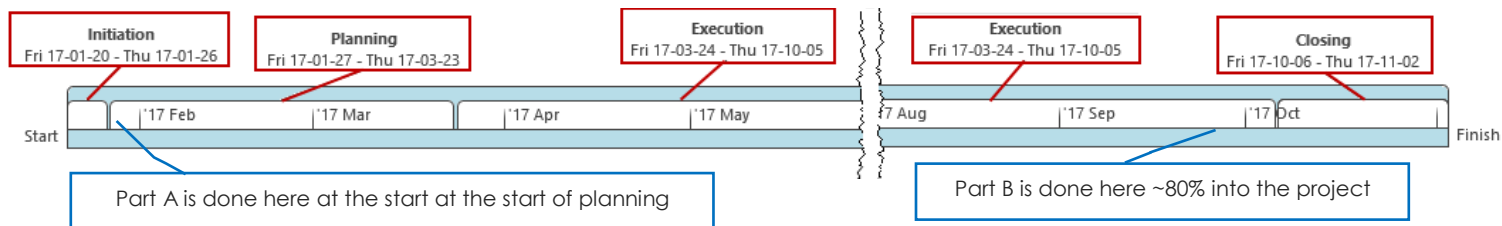


Figure 1: Example schedule of project: note that the dates are for illustrative purposes only and do not represent the actual schedule of this project

2. The project website cited above may not have enough details to complete your report. You may get more details elsewhere OR you may invent missing details. However, you must bear in mind that you may lose marks if your submission does not have sufficient details to satisfy the requirements listed in the rubric.
3. You are expected to produce business documents for this assignment, addressing the business executives, and not an academic report. For example, you do not need to explain the use of Microsoft project or the PMBoK knowledge areas in a business report. Instead, you should focus on time management from the business's perspective and how it affects the business.
4. You must add enough sophistication and details to the Work breakdown structure so that your Earned value Management (EVM) and tracking reports appear real and interesting. EVM does not produce satisfactory performance S-curves without sufficiently detailed work-breakdown structures.
5. You may copy and paste the reports produced by MS Project BUT all figures must include your own explanations and rationalizations.
6. **Part a: the project schedule plan should be around 2000 words**
The Project Schedule report must contain the following:
 - a. Title page
 - b. Executive summary (not longer than half a page)
 - c. Table of contents

- d. Project scope definition
 - e. **Schedule Management plan:** Explain the methodology how you are planning to establish the project schedule. Think of yourself as a key member of the management staff: how would you follow the organization's vision, mission, standards, technology rules, calendars, budget restrictions, culture. Also consider the project clients, the public, the media etc., since the project does have international exposure. [Theory: PMBoK 6.1, Practice Class 1,2]¹
 - f. **Scheduling process:** Explain what you did to accurately discover the project time duration and estimates, [Theory PMBoK 6.2, Class 3]
 - g. **Activity sequence:** List the major milestones [in the MS Word report] **and** the details [in the MSP Gantt]. Remember executives need summary reports: details appear on the Gantt. [Theory PMBoK 6.3, Class 4]
 - h. **Resource and project talent:** Explain the kind and amount of resources (people, agencies, equipment, machinery, computers etc.) you would be using. This is where you would use the resource pool if necessary [Theory PMBoK 6.4, Class 6]
 - i. **Project resource allocation and Project Costs:** This is where you present why you assigned the resources to the work-packages and why that talent is needed in the specific activities. This is where you also explain the basis of your project costs estimations. [Theory PMBoK 6.5, Class 8]
 - j. **Project Schedule:** Show the final complete project baseline using MSPProject. If you have multiple baselines or interim plans, show them here. Also show the sub projects here [Theory PMBoK 6.6, Class 9]
7. **Part b: The Project Performance report:** the length of this status report as measured 80% into the project can vary depending on the quality of the work and the amount of details presented. It should include both EVM and other standards reports along with your interpretations and rationalizations on the status of the project.
- i. **Project performance Reports:** In this section, place some assumed actual values in the baselined schedule. Generate tracking reports and the necessary Earned Value reports. Ensure that you have some slippages so that your report looks realistic. [Theory PMBoK 6.7, Class 10 to 14]
8. You must submit all associated documents (Main project, sub project, resource files etc.)
9. Remember, it is not considered good etiquette in business reports to simply say "check the reference" or "go see the associated Gantt". Rather, always place a concise but complete summary in the main report and the details in the annexes. The executives will refer to the referenced annexes if necessary.
10. You will lose marks if these directions are not followed.
11. The rubric is shown below:

¹ The theory and practice references shown in brackets, are given here only as an initial guide. By no means are these the only areas you are asked to reference! The Class numbers may differ owing to changes in the timetable.