

## SCHEDULE MANAGEMENT PLAN

The project schedule is one of the most important document to be referred in a day-to-day execution of the project as they provide the project team, sponsor, and stakeholders a picture of the project's status at any given time. The purpose of the schedule management plan is to define the approach the project team will use in creating the project schedule. This plan also includes how the team will monitor the project schedule and manage changes after the baseline schedule has been approved. This includes identifying, analyzing, documenting, prioritizing, approving or rejecting, and publishing all schedule-related changes.

### Schedule Management Approach

The initial schedule (see separate document) was created using Gantter.com and the project team has the option to re-create through Primavera or MS Project starting with the deliverables identified in the project's initial Work Breakdown Structure (WBS).

There will be three scenarios that a schedule will be created during the project life cycle.

- Prior to the selection of the a concessionaire- During the conceptual planning stage, the sponsors and their agents will re-validate the tentative schedule that will be used for bidding purposes. The tentative schedule will serve as a reference for the bidders on the suggested time frame of the project, and for them to come-up with their detailed schedule to reflect the requirements on their proposal.
- Once a concessionaire was identified. At this point, the awarded bidder has its own schedule which will be finalized to merge down with the opinions of the sponsors to their proposal. The processes for creating a schedule such as defining and sequencing the activities estimating the duration and resources are solely to be undertaken by the selected contractor. It is assumed that the contractor had agreed internally on the proposed work package assignments, durations, and schedules. Once this is achieved the project sponsor will review and approve the schedule and it will then be baselined.
- If there is an approved change request impacting the original schedule and it is necessary to do re-baselining.

## Schedule Control

The project schedule will be reviewed and updated as necessary on a monthly basis with actual start, actual finish, and completion percentages which will be provided by task owners.

The project manager is responsible for holding monthly schedule updates/reviews; determining impacts of schedule variances; submitting schedule change requests; and reporting schedule status in accordance with the project's communications plan.

The construction manager of the contractor is responsible for participating in monthly schedule updates/reviews; communicating any changes to actual start/finish dates to the project manager; and participating in schedule variance resolution activities as needed.

The project sponsor will maintain awareness of the project schedule status and review/approve any schedule change requests submitted by the project manager.

## Schedule Changes and Thresholds

If any member of the project team determines that a change to the schedule is necessary, the project manager and project team will meet to review and evaluate the change. They will determine which tasks will be impacted, variance as a result of the potential change, and any alternatives or variance resolution activities they may employ to see how they would affect the scope, schedule, and resources. If, after this evaluation is complete, the project manager determines that any change will exceed the established boundary conditions, then a schedule change request must be submitted.

Submittal of a schedule change request to the project sponsor for approval is required if either of the two following conditions is true:

- The proposed change is estimated to reduce the duration of an individual work package by 15% or more, or increase the duration of an individual work package by 15% or more.
- The change is estimated to reduce the duration of the overall baseline schedule by 15% or more, or increase the duration of the overall baseline schedule by 15% or more.

Any change requests that do not meet these thresholds may be submitted to the project manager for approval.

Once the change request has been reviewed and approved the project manager is responsible for adjusting the schedule and communicating all changes and impacts to the project team, project sponsor, and stakeholders. The project manager must also ensure that all change requests are archived in the project records repository.

## Scope Change

Any changes in the project scope, which have been approved by the Change Control Board, will require the project team to evaluate the effect of the scope change on the current schedule. If the project manager determines that the scope change will significantly affect the current project schedule, he/she may request that the schedule be re-baselined in consideration of any changes which need to be made as part of the new project scope. The Change Control Board must review and approve this request before the schedule can be re-baselined.