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Ten action 2 schedule

The project usually starts in the best intentions, but an unplanned project can be quickly derailed, resulting in a tangle of complications and costs that have never been included in the budget. According to the Institute for Project Management, companies lose \$109 million for every \$1 billion spent on projects and programs. The size of the project is a big factor in how important scheduling is. The higher the project, the greater the chance of mistakes and their failure. In fact, large projects are highly likely to fail 10 times and are twice as likely to be late, over budget and miss important milestones compared to smaller projects. **Project Schedule Definition:** Create a living document to use to ensure all the work needed to complete a project is done on time. Includes tasks and resources required for these tasks. Each task is assigned a place in the schedule with a start and end date. While it is possible to schedule a project using a map on the wall, most people prefer to use the software. Basically, you can use Microsoft Outlook, OneNote, Google Calendar, or even a spreadsheet shared with a project for a small project. Keep in mind, however, that these solutions are little more than a sharing list. Scheduling software such as Microsoft Project facilitates the process. Because most tasks are interdependent, if re-scheduled, dependent tasks can be automatically eased as needed. Project scheduling software can also generate automatic email alerts to notify each team member when a task is due or delayed, and that the project manager knows when a team member's availability has shifted. In 2019, some of the most popular project management software packages, based on market share as calculated by TechnologyAdvice, include: Asana Basecamp CA Clarity Atlassian JIRA Microsoft Project Huddle Podio LiquidPlanner Wrike Before starting the project, you should start the scheduling process by answering three questions with broad strokes: What should be done? This is the final outcome of the project, such as building a house, developing a prototype product or upgrading a computer network. When should the project be completed? This is the date on which the final outcome is to be finalised. Who's going to do the job? This is the team you'll need to work on the project. These may be certain people or job titles to be filled. The answers to these three questions will serve as the basis of your schedule. To complete the project schedule, you need to take eight steps: 1. Create a Breakdown Structure (WBS) to define the tasks to be accomplished, as well as milestones and results. Every task, from buying groceries to polishing the final product, should lead to the outcome of the project. Milestones are major achievements after some and do not take any in the schedule. Achievable products are also services that the client requires. 2. Determine the relationships between tasks, making sure that you identify which tasks others depend on. In most cases, one task cannot be started until an earlier task or task is completed. This can be done using a flowchart or Gantt chart. 3. Assign a person to each task. If the task requires more than one person, select one to be in charge of the task. If you need to work in different locations, be sure to add them to each task. 4. Allocate resources to each task that requires them, such as tools and inventory. If you need to order or pick up items for a task, consider creating these separate tasks so you can be assigned a completion date. Depending on the software you have, you can create schedules or task lists for tools, meeting rooms, and other resources needed for projects. 5. Estimate the time required for each task. Talk to those responsible for the tasks before assessing how long this will take. If no one on your team has previous experience with a specific task, consult someone with experience to evaluate. Try to anticipate task delays and leave for a while as a buffer between tasks. 6. Identify unknowns and variables. Make notes on any assumptions you make, such as people's ability to work overtime if necessary, and any risks that may come with the project. Take notes on any uncertainties, such as lead time and delay times in deliveries, travel time, etc. Identify the critical path. A critical path consists of tasks that have the least amount of flexibility in the schedule and cannot be postponed without compromising the entire project. For example, if a counselor pours in from the city to work on a single task on a specific date, the tasks that would lead to her task would be on a critical path. 8. Double check everything. Ensure that all are available for the time they are scheduled and that the materials required for the project will arrive on time. If there is a question of how long the task can take, add extra time to be on the safe side. Projects rarely go according to plan, so after launching a project, you need to regularly refer to the schedule to ensure that one delay does not lead to disaster. This is where a static document like a spreadsheet can lead to problems. For example, suppose a customer changes their mind and wants a new team member to be unavailable on the first day to complete the task. With the appropriate scheduling software, team members will be notified when the task approaches and you will be notified when any task is late. If you need to postpone a task, you can usually drag it and drop it into a new position. Not only this task, but each basic task in the chain is automatically he's scheduling. Project scheduling software gives you the ability to add resources for tasks and monitoring independently of each project. Most software packages offer interactive Gantt charts so you'll have a visual representation of the duration of each task. If you have repetitive tasks, scheduling software should also allow you to set them up so that you can set them up wherever needed without having to create the same tasks over and over again. Because the project requires changes, simply dragging and dropping tasks into new positions updates the entire project. When someone completes a task, the software is automatically updated for everyone. The project manager and anyone else who needs to know will get an automatic alert. Whether you're an independent owner working with several employees or managing several hundred people working on a range of projects, scheduling people can often be the most complicated part of project management. People get sick, take holidays and vacations or have other obligations on parallel projects. You need to be prepared for these events and, whenever possible, have backup resources that you can put into action if necessary. Consider the color encoding tasks in the Gantt chart based on the people you need. It's also important to choose project scheduling software that can be linked to your personal calendar and project team calendars so you'll always know at first glance who should be where, and team members won't accidentally double-book on other projects. Photo: STYLE (Unsplash)If you want to do something, block time for it. This includes everything from the task you have to finish at work to the walk you want to take with your family. The novel you want to write. Weekly game night or date night. A dream you want to prioritize. Why? Because if you don't block this time—and yes, it involves time to think and time to plan and a time for nothing—you could be distracted by something else and ultimately spend the day in a vastly different way than you intended. In the latest episode of The Ezra Klein Show, podcast guest Nir Eyal, author of Hooked: How to Build Habit-Forming Products and the forthcoming Indistractable: How to Control Your Attention and Choose Your Life, shared the following insight: Nowadays, if you don't plan your day, someone else will. What I found in the research I did was that, for the vast majority of people, we don't save our time. We allow everyone to interrupt us whenever they want, especially when it comes to these technologies. We use them on someone else's schedule, don't we? Whenever we get ping or ding we use these technologies, as opposed to planning our day. Now it uses some very old, very well-established research called setting up implementation intent, which is just a fancy way of saying planning what you're going to do and when you're going to do it. The mantra I want people to remember is, You can't call something a distraction if you don't know what it's derterrd you from. Eyal explains that during the research process for his book, he spoke to a lot of people who told them how disruptive the world was and how Twitter and Facebook keep them from focusing on the rest of their lives. But when he asked, Can I see what you planned to do today? they pulled out their calendar app and showed it a day that was predominantly unplanned and therefore accessible to every distraction that came. Turn your values into a time, Eyal advised—and as soon as he said it, I felt this frisson, like, yes. We've all heard tips spend your money according to your values, which often means creating a budget where we allocate our money where we hope it will go. Eyal wants us to spend time and in line with our values, which often means creating a calendar where we set aside our time according to where we hope it will go (and then update our calendar to find out where our time has actually gone). When I teach writing lessons, I often teach my students a blank sheet of paper with weeks laid out in the grid. Then I ask them to know all the hours they have already dedicated to something: work, children's football, choir and so on. Then they need to mark the hours they spend on the basic requirements of life: sleep, hygiene, food preparation, cleaning, I'm buying groceries. Commute, football and choir. Then I'm going to get them to look at how many hours are left and what they want to do with them. How many go to the family? How many go to friends? How many go on vacation and relaxation? How many hours does it take to stay unplanned in case something unexpected comes up? And — because this is a writing class — how many hours can you invest in writing? This is always an eye-opening exercise and shows my students that they need to prioritize writing to make it happen. Put it on the schedule. Convert their values to time. I know, because I've done a lot of scheduling like this, that sometimes it's hard to stick to a calendar like this. If you don't sleep well, for example, your time to think or time to write may become a time for rest. If you don't finish your job as planned (or get an assigned job you didn't expect), you may have to give up time at the gym or pull the date night. But just as your budget shows you how your actual spending differs from your ideal spending, this calendar method shows you how ideally you want to spend your time relative to where your time actually goes. And then you can ask yourself if you are really spending your time in accordance with your values or if something needs to change. Change.

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