Project Schedule Grading Guidelines and Sample

Project Management Guidelines: Project Planning and Scheduling

Introduction

An important part of any project is proper planning early in the process. This involves identifying and analyzing the requirements, translating them into tasks, and then mapping the tasks to the available resources and timeframe. For this project each team should examine the syllabus and read the project description document to understand all of the deliverables required for this project. Using this information and taking advantage of the skills of the members of your team, you can then start more detailed planning and scheduling. This project schedule becomes an important tool for your team to use throughout the project execution to determine your progress toward your deadline.

How to Manage your schedule:

You will turn in a preliminary project schedule that the GTA will grade. After incorporating the GTA’s corrections, the project schedule should be reviewed and updated at least weekly to identify tasks completed and status of your work. Staff will check your lab notebook for schedule updates weekly. If initial tasks fall behind or overlooked tasks are identified, a re-plan effort needs to be done to establish a revised plan to meet the project deadline. The instructional staff will evaluate this project schedule weekly.

What to include in your schedule:

As per the class schedule, each team will be required to submit a project schedule. This submission is required before any construction can begin. Below is a list of major tasks that must be included in your schedule. You can add other major tasks as you feel appropriate to allow you to manage your project. You should also add subtasks under each major task to further break down the work as necessary. You should assign team members to them and identify a planned start and finish time for each task along with any dependencies between tasks. A sample of such a project schedule is shown following the task list.

Tasks for the Lab-on-a-Chip Project

Read project description document and syllabus
Team design brainstorming session(s)
Develop Initial project plan
GTA Meeting# 1
GTA Meeting# 2
Benchmarking and generic design investigation observations
Develop Initial sketch
Develop operational process, calculate volumes
Preliminary 1st Chip Design
Revisions from design review meeting incorporated into Preliminary Design
1st Chip Design
2nd Chip Design
Further revisions incorporated in Final design
Testing of completed design

Notebook updates
Lab 1 memo
Lab 2 memo
Lab 3&4 memo
Lab 5 memo
Lab 6 memo
Lab tours
Lab tour summary
NTM readings and discussion questions
Electronic circuit developed and working
Team design meetings
Plan for division of work during lab time
Final Test Final
Written report – outline, draft, final
Oral presentation

**Grading Guidelines and Sample Schedule – 1 point will be deducted if these guidelines are not attached to the Project Schedule**

<table>
<thead>
<tr>
<th>Project Schedule</th>
<th>Possible Points</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content:</td>
<td>8 pts</td>
<td></td>
</tr>
<tr>
<td>• Tasks (20 minimum)</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td>• Person(s) assigned</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td>• Estimated start and finish dates</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td>• Actual start and finish dates</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td>Format &amp; Organization</td>
<td>2 pts</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>10 pts</td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLE:**
<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned Person</th>
<th>Planned Start</th>
<th>Actual Start</th>
<th>Planned Complete</th>
<th>Actual Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read syllabus and project description</td>
<td>All</td>
<td>23-Sep</td>
<td>23-Sep</td>
<td>24-Sep</td>
<td>26-Sep</td>
</tr>
<tr>
<td>First team design brainstorming session</td>
<td>All</td>
<td>28-Sep</td>
<td>27-Sep</td>
<td>28-Sep</td>
<td></td>
</tr>
<tr>
<td>Start project notebook</td>
<td>rlk</td>
<td>27-Sep</td>
<td></td>
<td>1-Oct</td>
<td></td>
</tr>
<tr>
<td>Initial Paper Design</td>
<td>All</td>
<td>11-Oct</td>
<td></td>
<td>14-Oct</td>
<td></td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
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</tr>
</tbody>
</table>

**GENERAL COMMENTS:**