Creating a Project Schedule

A project schedule translates the work breakdown structure into a time-based plan for execution. Best practices for developing a robust schedule include:

- **Sequence Activities**
  Organize tasks according to logical dependencies and predecessors.

- **Estimate Durations**
  Determine the duration required for each activity factoring in resources and effort.

- **Assign Resources**
  Map required labor, equipment, and materials to each activity.

- **Identify Critical Path**
  Pinpoint activities that have the lowest slack and flexibility in schedule.

- **Insert Checkpoints**
  Add periodic reviews, approvals, testing, and quality gates.

- **Plan Baseline Schedule**
  Establish target start and end dates for all activities without constraints initially.

- **Assess Constraints**
  Identify fixed activity dates, resource bottlenecks, or milestone commitments.

- **Set Baseline**
  Integrate constraints and establish an initial approved schedule baseline.

- **Analyze Total Time and Cost**
  Review total project duration and budget based on aggregated activities.

- **Confirm Alignment**
  Ensure schedule aligns with scope, resources, budget and stakeholders.

The schedule provides the roadmap for coordinating tasks, managing dependencies and optimizing pace of work. Baseline schedules are refined as execution reveals unforeseen challenges. Updating continually balances flexibility and discipline to maintain alignment on the path ahead. An integrated schedule connects plans, resources, risks and needs across the project team and stakeholders.