

Project – bathroom renovation

FOR THIS ASSESSMENT, I USED OUR FUTURE BATHROOM RENOVATION PROJECT (NOT INITIATED YET)

1 Determine project schedule	
1.1A.	Develop work breakdown structure with sufficient detail to enable effective planning and control. The WBS is shown in the document called "WBS – Our bathroom project"
1.1B.	Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables. Duration, sequence and dependencies of the tasks have been considered in the preparation of the Gantt chart "Gantt Chart – Our bathroom project"
1.1C.	Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks. The Gantt chart has been created (using Project Libre) which will determine the impact that changes/set back would have on time, resources & costs. E.g: when the predecessors of tasks are changed, it immediately flows through to the calendar & schedule. Before preparing the Gantt Chart, I had forgotten to allow for the cost and time for the cabinetry work. Adding that into the Gantt Chart immediately showed the impact on time, costs, resources and resultant risks.
1.1D.	Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders. The baseline is produced in the Gantt chart. I (as project manager) would provide the schedule baseline to the stakeholders (and builder) to obtain agreement and approval.
2 Implement project schedule	
1.2A.	Implement mechanisms to measure, record and report progress of activities according to agreed schedule. Updating the project progress on the Gantt Chart (in the % completed section) will record and update the progress of the activities. Reporting on the progress can be done from the Gantt Chart.
1.2B.	Conduct ongoing analysis to identify baseline variance. Updating the project progress on the Gantt Chart (in the % completed section) is the best way to highlight variations from the baseline. Different versions of the baseline can be saved and compared.
1.2C.	Analyse and forecast impact of changes to the schedule. The process of creating the Gantt Chart highlighted that I had forgotten to allow for the cabinetry work and resources. That work was an extra 3 days which meant the start date had to be brought forward to complete the project by the same date (30 June). Making hypothetical changes to the schedule in the Gantt Chart gives an immediate visual representation of the impact of changes to the schedule. E.g: If the painting takes 10 days instead of 3 due to bad weather, you can immediately see the impact on the completion date and if possible, work out what can be done to ensure the completion date is met.
1.2D.	Review progress throughout project life cycle and implement agreed schedule changes. Updating the progress of the tasks throughout the project is critical to determine what/if any changes are needed to the schedule. If the painter can't make it 5 days in a row, we might need to change the schedule for the tiler and plumbing fit off to suit.
1.2E.	Develop responses to potential or actual schedule changes and implement them to maintain project objectives. Potential schedule changes: Wet weather affecting painting and tiling drying times. Discuss with the electrician and plumber of fit off may be able to be done in between coats of paint to have the best chance of still meeting the completion date. Unexpected delays in arrival of electrical fittings. Contact wholesalers to source alternatives that are available to avoid delaying the project.
3 Assess time management outcomes	
1.3A.	Review schedule performance records to determine effectiveness of time management activities. The baseline variances are useful for reviewing the performance of the tasks in the project. The variances would need to be investigated and their cause determined and recorded (to be filled in the Lessons Learnt document if they are caused by ill-management or other preventable events).
1.3B.	Identify and document time management issues and recommend improvements. A "Lessons Learnt" document would be used to record issues with the project – including time management issues. That document would be filled in as the project progresses – not just at the end, to ensure that issues that came up throughout the project aren't forgotten at the end.