

PROJECT MANAGEMENT - STATUS & TIMING TRACKING CHART

Key Activities & Process Notes

a. Develop Implementation Plan

- Using group brainstorming, identify all the activities that will be needed to complete the project.
Critical phases:
 - documentation.
 - team formation
 - team roles (leader, designer, builder, tester, documenter etc)
 - design activity
 - making the design
 - testing (identify activities, where, who, when)
 - modifications required after testing complete and issues fixed
 - training
- Place activities in logical running order, understanding that often they can overlap, and document on Master Chart (Sheet A).
- Identify timing constraints and key dates and deliverable, ie holidays, report submission, Expo etc, and clearly identify on Master Chart (Sheet A)
- Assign responsibility for each activity.
- Develop timeline for each activity.
- Identify critical activities or timing that stop other activities happening, set to priority one.

b. Develop Status Review Plan

- Identify review dates and add to Master Timing Chart (Sheet B). Team need to establish this at the beginning but given the relative short nature of these programs I would suggest weekly but no less than every two weeks.

c. Hold regular status reviews.

- Activity is on track and will be completed in the time frame assigned (apply green dot)
- Activity is not on track and will not be completed in the time frame assigned (apply yellow dot)
- Activity is in trouble and will impact overall program (apply red dot).

d. Develop Action Recovery Plan

- Document issues arising from review of activities on “Status & Timing Tracking Chart”, yellow and red dots.
- Identify solution and timing to issues identified and document on sheet.
- Hold regular status reviews and track issues to closure (using dot system as above), dot turns green on both charts when recovery plan and activity is complete.

e. Continuous Improvement

The Continuous Improvement Chart (Sheet C) is used to systematically track any issues identified in delivering the program. In particular the design, manufacture and testing phases. The chart is monitored until closure is achieved.

- Document the issue
- Who is responsible for resolution
- The action planned to resolve the issue - “improvement plan”
- Outlook for resolution – date.
- Validate that the action has resolved the problem
- Hold regular status reviews and track issues to closure (dot system as per project management)

A. DEVELOP IMPLEMENTATION PLAN

ACTIVITIES	PRIORITY	RESPONSIBILITY	TIMELINE – REVIEW DATES (2015)											
Select team members & leader		All	↔											
Identify team member roles		Team	↔											
Design boat	1	Tom	←			→								
Make boat		Tom & Kate		←			→							
Design water pick-up/storage system	1	Jenny	←				→							
Make water pick-up system		Jenny & Kyle		←				→						
Install water pick-up system in boat		Tom & Jenny							↔					
Design control system		Zac	←					→						
Make control system		Zac			←					→				
Assemble components into boat		Team								↔				
Test boat in bath		Team									↔			
Test boat in wetlands, make modifications and re-test		Team										↔		
Train pilot		Kate									←		→	
Document activities		Kyle	←										→	
Write C2C project reports		Kyle			←							→		

HOLIDAYS

PROJECT SUBMISSION

CHALLENGE DAY

- The above activities and timings are for example purposes only
- Actual dates are required in “timeline” sections

B. DEVELOP STATUS REVIEW PLAN

ACTIVITIES	PRIORITY	RESPONSIBILITY	TIMELINE – PLANNED DATES (2015)												STATUS REVIEW DATES (2015)											
			1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Select team members & leader		All	↔																							
Identify team member roles		Team	↔																							
Design boat	1	Tom	←	→																						
Make boat		Tom & Kate	←	→																						
Design water pick-up/storage system	1	Jenny	←	→																						
Make water pick-up system		Jenny & Kyle	←	→																						
Install water pick-up system in boat		Tom & Jenny							↔																	
Design control system		Zac	←	→																						
Make control system		Zac		←	→																					
Assemble components into boat		Team								↔																
Test boat in bath		Team													↔											
Test boat in wetlands, make modifications and re-test		Team														↔										
Train pilot		Kate														←	→									
Document activities		Kyle	←																							
Write C2C project reports		Kyle	←	→																						

- The above activities and timings are for example purposes only
- Actual dates are required in “timeline” and “status” sections

PROJECT MANAGEMENT - STATUS & TIMING REVIEW CHART (GANTT CHART)

C. CONDUCT REGULAR REVIEWS

Review



ACTIVITIES	PRIORITY	RESPONSIBILITY	TIMELINE – PLANNED DATES (2015)										STATUS REVIEW DATES (2015)																																				
			1	2	3	4	5	6	7	HOLIDAYS			8	9	10	PROJECT SUBMISSION			CHALLENGE DAY				1	2	3	4	5	6	7	8	9	10																	
Select team members & leader		All	↔																													●																	
Identify team member roles		Team	↔																														●	●	●														
Design boat	1	Tom	←	→																													●	●	●														
Make boat		Tom & Kate		←	→																												-	●	●														
Design water pick-up/storage system	1	Jenny	←	→																													●	●	●														
Make water pick-up system		Jenny & Kyle		←	→																												-	●	●														
Install water pick-up system in boat		Tom & Jenny						↔																									-	-	-														
Design control system		Zac	←	→																													●	●	●														
Make control system		Zac			←	→																											-	-	●														
Assemble components into boat		Team							↔																								-	-	-														
Test boat in bath		Team											↔																				-	-	-														
Test boat in wetlands, make modifications and re-test		Team												↔																			-	-	-														
Train pilot		Kate												←																			-	-	-														
Document activities		Kyle	←																																														
Write C2C project reports		Kyle																																															

●	Activity is on track
●	Activity is not on track
●	Activity is in trouble

* Actual dates are required in “timeline” and “status” sections

PROJECT MANAGEMENT – STATUS AND TIMING REVIEW CHART (GANTT CHART)

D. ACTION RECOVERY PLAN

ISSUE	RECOVERY PLAN	RECOVERY DATE	RESPONSIBILITY	STATUS REVIEW DATES (2015)										
				1	2	3	4	5	6	7	8	9	10	
One team member sick	<ul style="list-style-type: none"> Is this long term? Assign new person to team 	Week 20/3	Team Leader											
Design of pick up system behind	<ul style="list-style-type: none"> Seek assistance from Tech Department Assign Kyle to assist 	Week 21/3	Jenny Kyle											
Making of water pick up system has not commenced	<ul style="list-style-type: none"> Additional resources added to design of system 													

	Activity is on track
	Activity is not on track
	Activity is in trouble

* Actual dates are required in “timeline” and “status” sections

PROJECT MANAGEMENT – STATUS AND TIMING REVIEW CHART (GANTT CHART)

E. CONTINUOUS IMPROVEMENT CHART

ISSUE	DATE RAISED	RESPONSIBILITY FOR ACTIVITY	IMPROVEMENT PLAN	O/L DATE FOR COMPLETION	STATUS										
					4/4	11/4	18/4	25/4							
<ul style="list-style-type: none"> Boat sinks Boat does not have enough buoyancy to carry all the equipment needed 	16/3	Tom	<ul style="list-style-type: none"> Identify all equipment needed to be carried Add extra pontoon to boat 	Week 3											
<ul style="list-style-type: none"> Water pick up system has leak 	13/4	Jenny	<ul style="list-style-type: none"> Re-glue all parts of system 	Week 3	-	-									




<input type="checkbox"/>	Activity is on track
<input type="checkbox"/>	Activity is not on track
<input type="checkbox"/>	Activity is in trouble
<input type="checkbox"/>	Recovery is on track

* Actual dates are required in “timeline” and “status” sections

MASTER SHEET

PROJECT MANAGEMENT – STATUS AND TIMING REVIEW CHART (GANTT CHART)





ISSUE	RECOVERY PLAN	RECOVERY DATE	RESPONSIBILITY	STATUS REVIEW DATES (2015)																

	Activity is on track
	Activity is not on track
	Activity is in trouble

* Actual dates are required in "timeline" and "status" sections

PROJECT MANAGEMENT – STATUS AND TIMING REVIEW CHART (GANTT CHART)

ISSUE	DATE RAISED	RESPONSIBILITY FOR ACTIVITY	IMPROVEMENT PLAN	O/L DATE FOR COMPLETION	STATUS										

	Activity is on track
	Activity is not on track
	Activity is in trouble
	Recovery is on track

* Actual dates are required in “timeline” and “status” sections