How to: make a schedule

The need for a good schedule

In any project, especially in those that involved (multiple) stakeholders/partners, it is important to make a proper schedule. The schedule shows when certain activities are expected to start and end. With a good schedule, you can evaluate at any point during the implementation of the project whether you are on track or whether you should adjust a bit to ensure the success of your project.

Work breakdown structure

Before being able to make a proper schedule, it is important to make sure that you know what activities need to be performed to ensure the success of your project.

The essence of the WBS is that there are 4 layers: (see appendix)

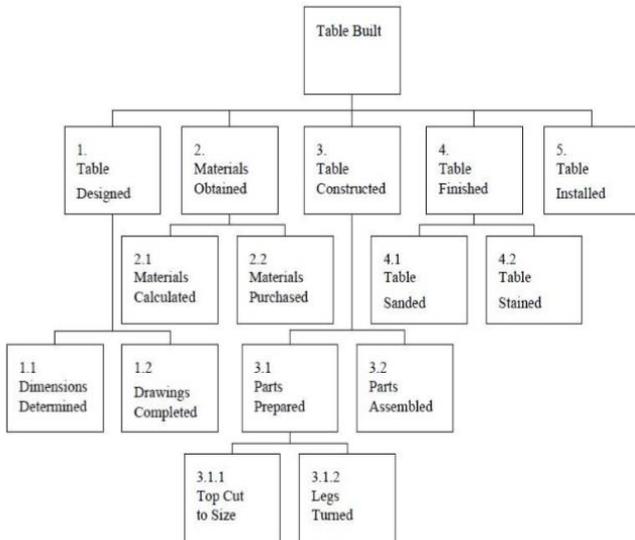| Level	Example
1. Project goal	Equip the youth of our congregation with leadership skills
2. Deliverables (often the objectives – what will be delivered?)	A leadership training that will be given and an outreach that will be done in which they can apply the knowledge
3. A work package (set of activities to support the deliverables – rule: 8-80 hours)	Arrange program for the outreach
4. Activities (include the specific steps that need to be taken)	- Find a location - Find transportation - Arrange a photographer

When you have this mapped out, it becomes very easy to see which tasks can be done at the same time and which tasks depend on each other. Based on the WBS you can also mark important milestones at which you evaluate your project and check whether you are on track or not. An example of putting the info in an actual schedule is shown in the appendix.

Any time spent on thinking about the specific activities of your project is always beneficial to you and your partners.

Note that there are many online programmes that help you to create such a WBS or schedule very easily and organized. Another idea could be to use post-its and shift those around till you are satisfied.

The depth of the WBS depends very much on how much effort you wish to put into it. You can sketch a general outline within 5 minutes or spend hours perfecting each level. It is up to you how thorough you want to be.

Appendix: WBS and schedule

Table Built

- 1. Table Designed
- 2. Materials Obtained
- 3. Table Constructed
- 4. Table Finished
- 5. Table Installed
  - 2.1 Materials Calculated
  - 2.2 Materials Purchased
  - 4.1 Table Sanded
  - 4.2 Table Stained
    - 1.1 Dimensions Determined
    - 1.2 Drawings Completed
    - 3.1 Parts Prepared
    - 3.2 Parts Assembled
      - 3.1.1 Top Cut to Size
      - 3.1.2 Legs Turned

1.	**Table Designed**
1.1	Dimensions determined
1.2	Drawings completed
2.	**Materials Obtained**
2.1	Material calculated
2.2	Materials purchased
3.	**Table Constructed**
3.1	Parts prepared
3.1.1	Top cut to size
3.1.2	Legs turned
3.1.3	Parts assembled
4.	**Table Finished**
4.1	Table sanded
4.2	Table stained
5.	**Table installed**

		Nov	Dec	Jan

Task		Start	Finish	Effort (days)	Responsibility	Precedence	
1.1	Dimensions determined	Nov 1	Nov 2	0.5	John S.		--
1.2	Drawings completed[1]	Nov 3	Nov 9	1	Alana B.	1.1	----
2.1	Materials determined	Nov 10	Nov 10	0.5	John S.	1.2	--
2.2	Materials purchased[2,3]	Nov 12	Dec 12	.5	John S.	2.1	---------------------
3.1.1	Top cut to size	Dec 13	Dec 14	1	Andrew F.	2.2	----
3.1.2	Legs turned	Dec 13	Dec 16	2.5	Karen P.	2.2	------
3.2	Parts assembled[4]	Dec 17	Dec 21	1	Andrew F.	3.1.1, 3.1.2	------
4.1	Table sanded[5]	Dec 21	Jan 2	2	Andrew F.	3.2	------
4.2	Table stained[4]	Jan 3	Jan 5	1.5	Andrew F.	4.1	-----
5.	Table installed	Jan 6	Jan 6	0.5	Stewart B.	4.2	--