

Scheduling For Effect

Here are three simple things anyone can do to make their project schedules more effective.

1. You can't change the past, the present is being managed by the project workforce, the only thing you can influence with your schedules is the future. To achieve this, the schedule needs to be an effective communication medium that can be easily understood by the project workforce if it is going to have any impact on their future actions: ***make your schedule reports easy to understand!***
2. Useful schedules are useful because they are used! For a schedule to be used, the scheduler needs to design it so that the right information can be given to the right person (stakeholder) at the right time: ***set your schedules up in such a way that it is easy to extract focused reports for each of the key stakeholders that are easy for them to use.***
3. There is no point in communicating with someone if you don't want them to act on the communication. Communication without expecting an action/reaction simply wastes everyone's time, particularly yours: ***make sure your schedule reports are focused on communicating useful information that will encourage relevant action on the part of the receiver.***

Two things triggered this article, one was reading a post from 'Ask E.T.' (Edward Tufte) on Project Management Graphics (or Gantt Charts) – see http://www.edwardtufte.com/bboard/q-and-a-fetch-msg?msg_id=000076&a... Tufte is one of the leading thinkers of the graphical presentation of data and has a few neat ideas.

The second was working on a paper focused on the real purpose of scheduling: "Resource optimisation - a new paradigm for project scheduling", see - http://www.mosaicprojects.com.au/Resources_Papers_152.html

To help you develop your scheduling capabilities, our scheduling home page has seven core scheduling papers available for free download:

- The Attributes of a Scheduler
- A Guide to Good Scheduling Practice
- Dynamic Scheduling
- Links, Lags & Ladders
- Schedule float
- Schedule Levels
- Schedule Calculations:

You are invited to make use of these to improve scheduling practice world-wide, to download the papers, see: <http://www.mosaicprojects.com.au/Planning.html>

This article is part of Mosaic's **Project Knowledge Index** to view and download a wide range of published papers and articles see: http://www.mosaicprojects.com.au/PM-Knowledge_Index.html

