

Business Arts™

Sample Project Schedules

The sample schedules in this document illustrate real projects and mostly real time lines (we had to modify a few things for privacy or brevity).

Our planning tools are designed to be flexible—and these samples illustrate the different ways people structure, format, and print their schedules.

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TYPE OF PROJECT

Generic Six Sigma project	2
E-Learning project 1	3
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Construction of a new conference facility	6
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Click on a project to view it, or browse through the schedules using the navigation keys on your keyboard (Page Down / Page Down) or the navigation controls at the bottom of the page.

Project Name		Target Start		Target Finish		
Six Sigma Project		04/03/06	M	12/01/06	F	
This project will take 32 weeks to complete, beginning on 04/03/06 and finishing on 11/07/06						
Task Description	Notes	Status	Workdays	Start	Finish	Sat Sun
1 DEFINE						
2 Project Charter		Complete	1	04/03/06	M	04/03/06
3 Stakeholder Analysis		Complete	1	04/04/06	T	04/04/06
4 SIPOC		Complete	1	04/05/06	W	04/05/06
5 Voice of the Customer	Interview VPs and Directors	Complete	3	04/06/06	Th	04/10/06
6 Critical to Quality Tree (CTQ)		Complete	1	04/11/06	T	04/11/06
7 Quality Functional Deployment (QFD)		Complete	2	04/12/06	W	04/13/06
8 Multi-Generational Plan	Sonsor approval	Complete	1	04/14/06	F	04/14/06
9 Project Risk Assessment		Complete	1	04/17/06	M	04/17/06
11 MEASURE						
12 Process Map		Complete	1	04/18/06	T	04/18/06
13 Prioritization Matrix		Complete	1	04/19/06	W	04/19/06
14 Cause and Effect Diagram		Complete	2	04/20/06	Th	04/20/06
15 Failure Mode Effect Analysis		Complete	2	04/21/06	F	04/24/06
16 Data Collection Plan	Sonsor and champion approval	Complete	1	04/25/06	T	04/25/06
17 Data Collection	Survey to all sales representatives	85% Response	10	04/26/06	W	04/26/06
18 Measurement Systems Analysis		Complete	2	04/27/06	Th	05/10/06
19 Process Capability and Process Sigma		Complete	2	05/11/06	Th	05/12/06
20						
21 ANALYSIS						
22 Multi-Vari and Other Techniques		Complete	3	05/15/06	M	05/17/06
23 Process Analysis to Identify Root Causes		Complete	3	05/18/06	Th	05/22/06
24 Regression Analysis and Hypothesis Tsting		Complete	2	05/23/06	T	05/24/06
25						
26 IMPROVE						
27 Generate Solutions	Team brainstorming session	Delayed by Quaterly meeting	5	07/18/06	T	07/24/06
28 Cost-Benefit Anaylsis		Complete	1	07/25/06	T	07/25/06
29 Select and Pilot Solution	VP, Director, Manager involvement	Extended to 40 days	40	07/26/06	W	09/19/06
30 Validate Improvement		Pending	3	09/20/06	W	09/22/06
31 Documentation and Standardization	Technical Publications		8	09/25/06	M	10/04/06
32						
33 CONTROL						
34 Process Monitoring			12	10/05/06	Th	10/20/06
35 Control Plan			2	10/23/06	M	10/24/06
36 Key Learnings	Present to Six Sigma board		1	11/06/06	M	11/06/06
37 Closure			1	11/07/06	T	11/07/06
38						
39						
40						

Underline = Fixed / Actual Date
 Orange = exceeds target

NOTES

Created as a template for executing Six Sigma projects.

- Automatically calculated dates appear in green; 'fixed' dates appear in black
- User has separated Activities by blank lines and added bold category labels for easier reading
- User has chosen to display line numbers

Project Name		Target Start		Target Finish		
E-Learning Project		06/15/05 W		10/07/05 F		
This project will take 26 weeks to complete, beginning on 06/15/05 and finishing on 12/12/05						
Activity	Expenses	Status	Workdays	Start	Finish	Sat Sun
Analysis						
Conduct Vision Meeting	(Sales Manager's Meeting)	Amy	1	06/15/05	W	06/15/05 W
Interview Stakeholders and SMEs		Bob	3	06/16/05	Th	06/20/05 M
Define Scope, Resources, and Constraints		Bob	1	06/21/05	T	06/21/05 T
Present Proposal for Approval		Amy	1	06/22/05	W	06/22/05 W
Design						
Create Instructional Objectives		Bob, Pat	1	06/23/05	Th	06/23/05 Th
Define Learning Strategies and Evaluation Methods		Bob, Pat	1	06/24/05	F	06/24/05 F
Route Design Document for Approval		Bob	4	06/27/05	M	06/30/05 Th
Development						
Create Draft Script and Storyboard		Pat, Bob	12	07/01/05	F	07/18/05 M
Route Draft Script for Approval		Pat	4	07/19/05	T	07/22/05 F
Revise Script		Pat	2	07/25/05	M	07/26/05 T
Route Script for Final Approval		Pat	3	07/27/05	W	07/29/05 F
Develop Prototype	Vendor selected by IM	Ext (Bob Manages)	27	08/01/05	M	09/06/05 T
Test Prototype		Bob, Team	5	09/07/05	W	09/13/05 T
Revise Prototype		Ext (Bob Manages)	4	09/14/05	W	09/19/05 M
Review and Approve Revised Program		Team	4	09/20/05	T	09/23/05 F
Implementation						
Publish Program to LMS	Coordinate with IM	Ext (Bob Manages)	1	09/26/05	M	09/26/05 M
Review and Approve Published Program		Team	4	09/27/05	T	09/30/05 F
Go Live and Communicate Rollout	Target Q3 Sales Meeting	Amy, Team	1	10/03/05	M	10/03/05 M
Evaluation						
Collect Level 1, 2, 3 Survey Data		Bob	40	10/04/05	T	11/28/05 M
Perform ROI Analysis		Bob	8	11/29/05	T	12/08/05 Th
Present Evaluation to Stakeholders	Target Q4 Board Meeting	Amy	2	12/09/05	F	12/12/05 M
Underline = Fixed / Actual Date Orange = exceeds target						

NOTES

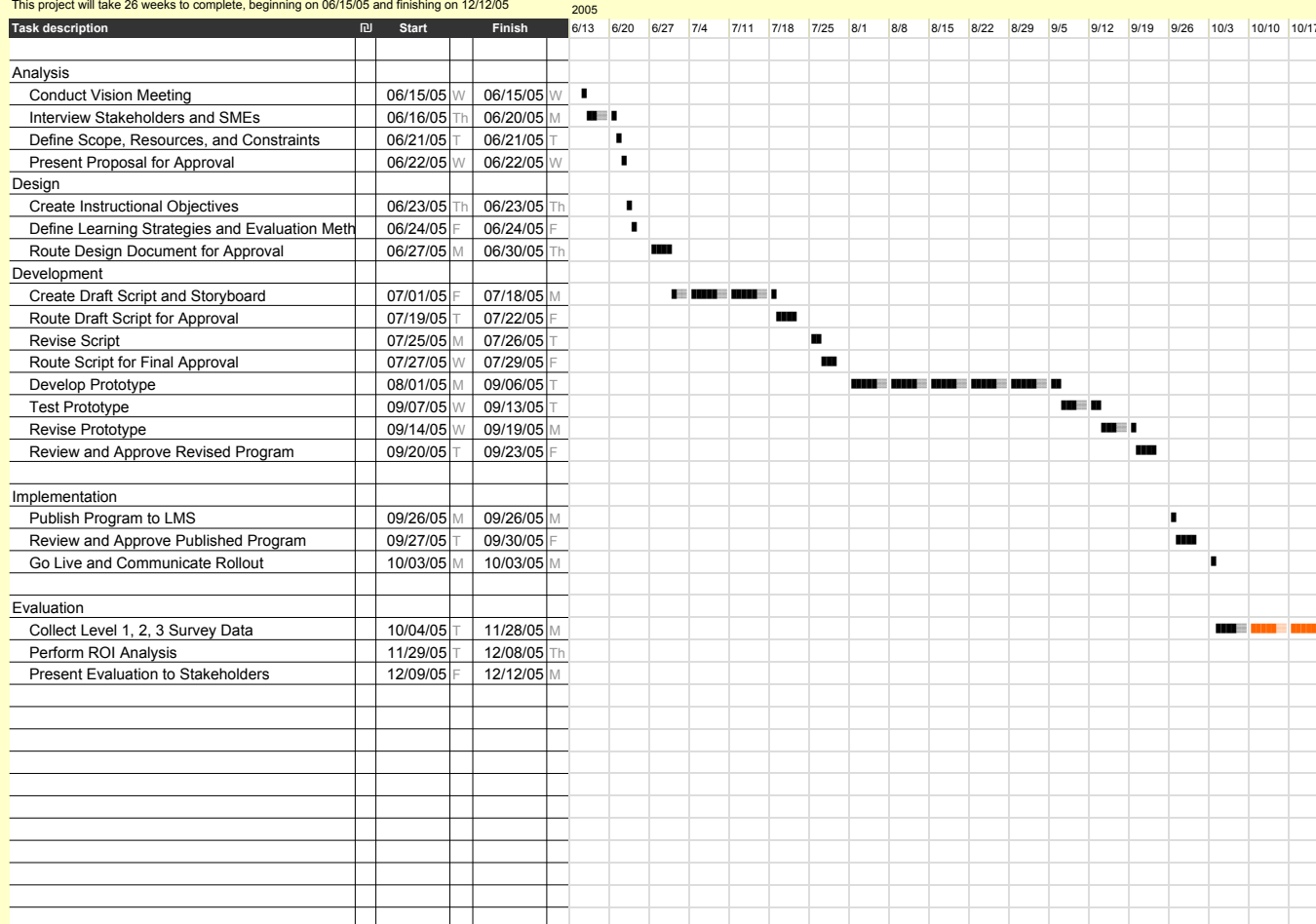
Created to guide the creation and deployment of an e-learning program.

- Automatically calculated dates appear in green
- The dates shown in orange exceed the User's target finish; this information was used to recalibrate expectations within the organization
- User has used Indents to visually separate project phases
- User has chosen not to display line numbers

E-Learning Project

Target Start: 06/15/05 Target Finish: 10/07/05

This project will take 26 weeks to complete, beginning on 06/15/05 and finishing on 12/12/05



NOTES

This sample shows the first page of the bar chart output for this project.

■ Workday ■ Weekend ■ Milestone ▲ Current week Orange = exceeds target

Project Name				Target Start ▶ Target Finish			
Training development				05/13/05 F	09/05/05 M		
This project will take 15 weeks to complete, beginning on 05/13/05 and finishing on 08/23/05							
Task Description	Notes	Owner	Workdays	Start	Finish	Sat	Sun
Analysis							
1	Conduct Vision Meeting	(Sales Manager's Meeting)	Michael	1	05/13/05 F	05/13/05 F	
2	Interview Stakeholders and SMEs		Lindsay	3	05/16/05 M	05/18/05 W	
3	Define Scope, Resources, and Constraints		Michael	1	05/19/05 Th	05/19/05 Th	
4	Present Proposal for Approval		Lindsay	1	05/20/05 F	05/20/05 F	
5	Design						
6	Project Kickoff		All	1	05/23/05 M	05/23/05 M	
7							
8							
Planning & Design Phase:							
9	Identify SMEs for needs analysis and provide source materials		us	5	05/24/05 T	05/30/05 M	
10	Needs analysis, learning design, content outline (scope), and milestones		them	5	05/31/05 T	06/06/05 M	
11	Review and sign-off learning design, content outline (scope), and milestones		us	3	06/07/05 T	06/09/05 Th	
12							
13							
Prototype Phase:							
14	Agree on prototype scope and overall look and feel		All	1	a 06/10/05 F	06/10/05 F	
15	Develop prototype		them	10	06/13/05 M	06/24/05 F	
16	Review prototype		us	3	06/27/05 M	06/29/05 W	
17							
18							
Content Development Phase:							
19	Draft storyboards/scripts		them	12	a 06/10/05 F	06/27/05 M	
20	First, interim review of storyboards/scripts		us	3	06/28/05 T	06/30/05 Th	
21	Incorporate feedback and complete storyboards/scripts		them	3	07/01/05 F	07/05/05 T	
22	Second review of storyboards/scripts		us	3	07/06/05 W	07/08/05 F	
23	Incorporate feedback		them	3	07/11/05 M	07/13/05 W	
24	Sign off storyboards/scripts		us				
25							
26							
Production Phase:							
27	Integrate assets into technical architecture		them	10	b 07/14/05 Th	07/27/05 W	
28	Interim review of work-in-progress		us	5	07/28/05 Th	08/03/05 W	
29	Record audio voiceover for signed-off scripts and integrate		them	5	b 07/14/05 Th	07/20/05 W	
30							
31							
Approval and Delivery Phase:							
32	Final review of each module (with all stakeholders, legal, regulatory)		us	7	08/04/05 Th	08/12/05 F	
33	Revise per feedback		them	3	08/15/05 M	08/17/05 W	
34	Final signoff		us	1	08/18/05 Th	08/18/05 Th	
35	Publish final to Bluth Company intranet		them	3	08/19/05 F	08/23/05 T	
36							
37							

NOTES

Created to guide the creation and deployment of a training program for a delivery via the company intranet.

- Output has been reduced to fit on a single page
- User linked a couple of activities
- User has separated tasks by blank lines, added bold category labels, and indented task descriptions
- User has edited column headings to suit their needs

Construction of new conference facility

Project Name		Target Start	Target Finish				
New Conference Facility		09/01/06	06/01/08				
This project will take 98 weeks to complete, beginning on 09/01/06 and finishing on 07/15/08							
Task Description	Notes	Status	Workdays	Start	Finish	Sat	Sun
PRECONSTRUCTION							
1 Permit submittal			20	09/01/06	09/28/06	Th	
2 Subcontractor bidding			15	09/29/06	10/19/06	Th	
3 Establish GMP			5	10/20/06	10/26/06	Th	
4 Issue subcontracts & buyout			15	10/27/06	11/16/06	Th	
5 Order submittals			15	11/17/06	12/07/06	Th	
6 Submittal review & approval			15	12/08/06	12/28/06	Th	
7 Order long-lead items			15	12/29/06	01/18/07	Th	
ROUGH GRADING							
8 Site demo/clearing			5	01/19/07	01/25/07	Th	
9 Survey & staking			2	01/26/07	01/29/07	M	
10 Building pad			10	01/30/07	02/12/07	M	
11 Site grading			10	02/13/07	02/26/07	M	
12 Pad certification			1	02/27/07	02/27/07	T	
SITE UNDERGROUND							
13 Septic system			6	a 02/28/07	03/07/07	W	
14 Domestic & fire water			10	a 02/28/07	03/13/07	T	
15 Propane gas			10	a 02/28/07	03/13/07	T	
16 Electrical			10	a 02/28/07	03/13/07	T	
FOUNDATION							
17 Staking			2	03/14/07	03/15/07	Th	
18 Footing Excavation			5	03/16/07	03/22/07	Th	
19 Mechanical sleeves							
20 Footing rebar							
21 Screeds & templates							
22 Inspections							
23 Pour footings							
24 Remove screeds & templates							
25 Erect columns							
26 Form slab & ponywalls							
27 Plumbing							
28 Mechanical							
29 Electrical							
30 Vapor barrier							
31 Sand							
32 Slab & ponywall rebar							
33 Anchor bolts & hardware							
34 Verify bolt & hardware layout							
35 Inspection							
36 Place & finish slab							
FRAMING & STEEL							
37 Staking			2	03/14/07	03/15/07	Th	
38 Footing Excavation			5	03/16/07	03/22/07	Th	
39 Mechanical sleeves							
40 Footing rebar							
41 Screeds & templates							
42 Inspections							
43 Pour footings							
44 Remove screeds & templates							
45 Erect columns							
46 Form slab & ponywalls							
47 Plumbing							
48 Mechanical							
49 Electrical							
50 Vapor barrier							
51 Sand							
52 Slab & ponywall rebar							
53 Anchor bolts & hardware							
54 Verify bolt & hardware layout							
55 Inspection							
56 Place & finish slab							
INTERIOR ROUGH-IN							
57 Fire sprinklers							
58 Plumbing							
59 HVAC							
60 Electrical							
61 Inspections							
ROOFING							
62 Sheetmetal							
63 Rigid insulation / building paper							
64 Exhaust fans, vents, skylights							
65 Metal Roofing							
66 Photovoltaic Systems							

NOTES

Created to set the schedule for a complex construction project at a major university.

- The detailed tasks required for this nearly two-year construction project are shown using just 111 lines out of 200 (detail shown below)
- Print settings were adjusted to print the schedule in Portrait mode on two letter-size pages.

13	Building pad				10	01/30/07	T	02/12/07	M
14	Site grading				10	02/13/07	T	02/26/07	M
15	Pad certification				1	02/27/07	T	02/27/07	T
SITE UNDERGROUND									
18	Septic system				6	a 02/28/07	W	03/07/07	W
19	Domestic & fire water				10	a 02/28/07	W	03/13/07	T
20	Propane gas				10	a 02/28/07	W	03/13/07	T
21	Electrical				10	a 02/28/07	W	03/13/07	T
FOUNDATION									
24	Staking				2	03/14/07	W	03/15/07	Th
25	Footing Excavation				5	03/16/07	F	03/22/07	Th
26	Mechanical sleeves				5	03/23/07	F	03/29/07	Th
27	Footing rebar				5	03/30/07	F	04/05/07	Th
28	Screeds & templates				5	04/06/07	F	04/12/07	Th
29	Inspections				1	04/13/07	F	04/13/07	F
30	Pour footings				2	04/16/07	M	04/17/07	T
31	Remove screeds & templates				2	b 04/18/07	W	04/19/07	Th
32	Erect columns				5	b 04/18/07	W	04/24/07	T
33	Form slab & ponywalls				8	b 04/18/07	W	04/27/07	F
34	Plumbing				8	b 04/18/07	W	04/27/07	F
35	Mechanical				8	b 04/18/07	W	04/27/07	F
36	Electrical				8	b 04/18/07	W	04/27/07	F
37	Vapor barrier				1	04/30/07	M	04/30/07	M

Video production schedule

Project Name		Target Start	Target Finish				
Video production schedule template		09/01/06 F	10/02/06 M				
This project will take 8 weeks to complete, beginning on 09/01/06 and finishing on 10/27/06							
Task Description	Notes	Status	Workdays	Start	Finish	Sat	Sun
1							
2	Definition/Design						
3	Identify need(s)		1 a	09/01/06 F	09/01/06 F		
4	Define objectives		1 a	09/01/06 F	09/01/06 F		
5	Content points		1 a	09/01/06 F	09/01/06 F		
6	Treatment		1 a	09/01/06 F	09/01/06 F		
7	Resources		1 a	09/01/06 F	09/01/06 F		
8	Approve concept		2	09/04/06 M	09/05/06 T		
9							
10	Scriptwriting						
11	Content outline		2	09/06/06 W	09/07/06 Th		
12	Draft script		4	09/08/06 F	09/13/06 W		
13	Review		2	09/14/06 Th	09/15/06 F		
14	Revise		1	09/18/06 M	09/18/06 M		
15	Approve script		1	09/19/06 T	09/19/06 T		
16							
17	Preproduction						
18	Production schedule		1 b	09/20/06 W	09/20/06 W		
19	Shot list		1 b	09/20/06 W	09/20/06 W		
20	Site survey		1	09/21/06 Th	09/21/06 Th		
21	Production materials		1	09/22/06 F	09/22/06 F		
22							
23	Production						
24	Setup		1 c	09/25/06 M	09/25/06 M		
25	Production days		4 c	09/25/06 M	09/28/06 Th		
26	Teardown		1	09/29/06 F	09/29/06 F		
27							
28	Offline Edit						
29	Log tape		4 c	09/25/06 M	09/28/06 Th		
30	Digitize		1	09/29/06 F	09/29/06 F		
31	Create sequence		3	10/02/06 M	10/04/06 W		
32	Review		1	10/05/06 Th	10/05/06 Th		
33	Revise sequence		2	10/06/06 F	10/09/06 M		
34							
35	Online Edit						
36	Digitize		1 d	10/10/06 T	10/10/06 T		
37	Color/audio correction		2 d	10/10/06 T	10/11/06 W		
38	Tape layoff		1 d	10/10/06 T	10/10/06 T		
39	Approve video		1 d	10/10/06 T	10/10/06 T		

NOTES

Created by a writer/producer as a generic project schedule that could be modified as needed for various projects.

- Calculated dates appear in green
- Some dates are shown in orange, meaning those tasks will not be completed by the target finish set for the project
- Parts of the process that can be done at the same time are indicated with the Link column (the "a", "b" etc.)
- User has separated Tasks by blank lines for easier reading
- Line numbers are always displayed in TaskSheet

