

Online Schedule

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How do we:

- *create a meaningful schedule?*
- *work towards its milestones?*
- *measure our progress?*

Updating the schedule

- ***What's wrong with the current schedule:***
 - ***It's about 2 years old...***
 - *Built before many design decisions were made*
 - *Vague connection between task definitions and those tasks already completed or yet to be done*
 - *Many tasks have sat for years with no workers!*
 - ***Tasks are primarily 'projects'***
 - *Vague descriptions*
 - *Little definition of measurable output*
 - *Open-ended*
 - ***It's incomplete***
 - *Needs more integration tasks*
 - *Needs more concrete milestones*

Updating the schedule (cont'd)

- ***How do we make a better schedule?***
 - **Define the goals**
 - *They must be measurable*
 - *There needs to be a sufficient number to adequately measure progress*
 - *They must be well defined*
 - **See suggested format**
 - **Make it flexible**
 - *The 'official' schedule need be only the highest level summary tasks*
 - *The 'working' schedule should manage the weekly operations*
 - **Make it meaningful**
 - *Use it to concentrate activity on the important issues*
 - *Get input from, and schedule activity to meet needs of detector groups*

Task description

Task Header

1. Task Group #1

- *Task Item #1*

Objectives:

Short description of task objectives.

Task Components:

- *Component item #1*

Detailed description of task component, possibly as a reference to a distinct Task Item

- *Component item #2*

Details...

Schedule:

References to lines in MS Project Schedule

- *Task Item #2*

etc

2. Task Group #2

etc

Working with the schedule

- ***What's wrong now?***
 - Does anyone even know what's in the schedule?
 - Too little 'bottoms up view' input on sequence of tasks
 - Too many 'top down view' missing pieces

- ***What can we do better?***
 - It must be sensible
 - *Your activity should be towards a schedule goal, or else either you or the schedule are wrong!*
 - *You should understand the measurable product which is the immediate goal of your work*
 - It must be complete
 - *If not sensible, then alter the schedule*

Measuring progress

- ***Procedural recommendations:***
 - **At each Online meeting we should post the active schedule activities, the associated people, and the upcoming task completion milestones**
 - **Reports at the Online meeting should address activities in relationship to the scheduled tasks, and progress towards the completion milestones**

- ***Common sense recommendations:***
 - **This is a necessary evil:**
 - *Too few people, too much work, too little time*
 - *We must operate effectively*
 - **The ‘mechanics’ of a schedule can get in the way**
 - *We can operate informally, but should keep in control of things*

Final comments...

- ***The task and milestone definitions must be made by those people actually doing the work***
 - I've spent several months thinking about making a 'new' schedule, and always find that I know too little about the details to effectively define a sequence of tasks
- ***A 'good' schedule will help us all***
 - The process of defining the tasks will aid in defining the project
 - We can concentrate on urgent matters
 - Manpower shortfalls can be addressed
- ***A request:***
 - Everyone should document the tasks in their sub-project, and have ready by next week