CONTROL PHASE TEMPLATE
Schedule/Gantt Charts and Status/Variance Reports

Project Name: Assisting Middle School Teachers to become more proficient in using

Educational Technology

Project /Section Manager: Billy J. Atkinson

Team Members: Patrick McKinnon, Tony Ruiz

Below is a partial visual representation of the Gantt Chart that was created by our team. This chart will serve as a tool for the project as it illustrates the project schedule, the relationship between activities, the responsible lead for each activity, completion status for each activity, the start and end periods for each activity, and any schedule variances that may have affected the project schedule. Furthermore, the critical path is identified on this chart with the red borders on the bars within each activity that is part of the critical path. The orange vertical line depicts the current week.

Assisting MS Teachers to become more proficient in using Educational Technology

Gantt Chart

Objective	Activity	Sub Activity	Skill	Periods Start	Periods Stop	Status	Schedule Variance
0.0			PM	1, 3, 6, 11, 13, 14	1, 3, 6, 11, 13, 14	50%	
	0.1 (S)		PM	1, 14	1, 14	50%	On Schedule, 1 of 2 complete
	0.2 (T)		PM	3, 6, 11, 13	3, 6, 11, 13	50%	On Schedule, 2 of 4 complete
1.0			PM	5	10	15%	On Schedule
	1.1 (A)		P	6.75	7.25	10%	On Schedule
	1.2 (B)		ID	6	6.75	10%	On Schedule
	1.3 (C)		ID	9	10.5	0%	On Schedule
		1.1.1 (D)	P	9	10	0%	On Schedule
		1.2.1 (E)	ID	8.25	9	0%	On Schedule
		1.3.1 (F)	MSL	10.5	11	0%	On Schedule
2.0			PM	1	8.25	40%	On Schedule
	2.1 (G)		ID	2.25	3.75	85%	Behind by 2 weeks
	2.2 (H)		ID	3.75	5.25	5%	Delayed by 1 week
	2.3 (I)		ID	6.75	8.25	0%	On Schedule
		2.1.1 (J)	ID	1	1.75	100%	On Schedule
		2.2.1 (K)	ID	1	2.5	100%	On Schedule
		2.3.1 (L)	ID	5.25	6	5%	On Schedule
3.0			PM			0%	On Schedule
4.0			PM	15.25	17.25	0%	On Schedule
5.0			PM	11	14.5	5%	On Schedule
	5.1 (M)		EPM	12.5	13	0%	On Schedule
	5.2 (N)		EPM	11	11.75	0%	On Schedule
	5.3 (O)		PES	11	12.25	0%	On Schedule
		5.1.1 (P)	EPM	12.75	13.5	0%	On Schedule
		5.2.1 (Q)	PM	13.75	14.5	0%	On Schedule
		5.3.1 (R)	PES	12.75	13.75	0%	On Schedule

Project Manager	PM	Instructional Designer	ID	Program Evaluation Specialist	PES
Educational Project Manager	EPM	Principal	P	Middle School Librarian	MSL

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Status Report

The status report…. *Each team member will report status on a weekly basis through a project management system and identify issues affecting their progress..*

Project manager will collect status information and post a monthly variance reports. Project manager will also meet with members who show a variance of greater than three days, based on project schedule. As necessary more team members will be consulted on larger project issues.

STATUS REPORT
(Bi-Monthly)

Project Name: Assisting Middle School Teachers to become more proficient in using Educational Technology

Project Manager:_____   **Date:**_____

Activity Lead:_____   **Job Title:** _____

Activity/Task:_____   **Start:** _____ **End:**_____

Status/Progress:_____
_____
_____
_____

Problems/Concerns (That may affect schedule:_____
_____
_____
_____

Percent Complete:_____

CONTROL PHASE TEMPLATE
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Variance Report:

The variance report…. *Each team member will report status on a weekly basis through a project management system and identify issues affecting their progress..*

Project manager will collect status information and post a monthly variance reports. Project manager will also meet with members who show a variance of greater than three days, based on project schedule. As necessary more team members will be consulted on larger project issues.

VARIANCE REPORT
(Schedule affected by 1 week or more)

Project Name: Assisting Middle School Teachers to become more proficient in using Educational Technology

Project Manager:_____   **Date:**_____

Activity Lead:_____   **Job Title:** _____

Activity/Task:_____   **Start:** _____   **End:**_____

Status/Progress:_____
_____
_____
_____

Reason for Variance:_____
_____
_____
_____

Possible Solutions:_____
_____
_____
_____

Percent Complete:_____

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Communication Plan: Below are the for primary means of communication throughout the project. These are only the formal communication plans; the team is still required to work/collaborate throughout the entire project. Every member will be respectful and will treat every member professionally.

1. *Bi-weekly Status Report* – Completed by each activity lead every two weeks. Each period in the project is considered 4 weeks, the report will be submitted to the project manager at the completion of week 2 during each period and again at the completion of the period. This will allow for the project manager to see the progress of each activity and update the Gantt Chart as needed.
2. *Variance Report* - Completed by each activity lead in the event the schedule is affected by 1 or more weeks. This report applies for an activity that is either ahead or behind schedule by 1 or more weeks. This report will be submitted to the project manager as needed.
3. *Project/Team Orientation* – There are two team orientations scheduled for this project. The first will be completed at the beginning of the project and the second team orientation will be completed at the conclusion of the design and development cycle/beginning of the implementation and evaluation cycle. This team orientation will give an opportunity to introduce the project goals and objectives to ensure all members of the project are moving towards the same direction. Additionally, it allows each member to introduce themselves to the team and develop positive working relationships.
4. *Project Updates* – Will occur approximately every 12 weeks. This update is a face to face update, all project members will get together and discuss the status of the project. This allows for the team to resolve any issues that may have occurred and allows for each section/team to share resources as needed. This event will allow the team to work and build on their team's cohesiveness and ability to work together.

Schedule Resolution: In the event the schedule/project is affected, the project manager serves as the primary source to correct the schedule to ensure the project is completed within its scheduled timeline. Although the project manager is primarily responsible, it takes a team effort to ensure resources are shared to get the project back within it's intended completion time. The communication plan will assist the project manager and the activity leads to ensure any scheduling conflicts that arise are corrected or readjusted immediately to avoid affecting the project schedule.

Issues that may arise	Plan to Resolve
Personal conflicts between team members	PM interjects as necessary to deescalate the situation.
Activity Leads unable to accomplish task	PM reallocates resources as needed to get activity back on schedule. The variance report will assist in identifying these issues early.

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