# Software tools for activity scheduling

## Activity scheduling

- A **schedule** is a timetable showing the forecast start and finish dates for activities or events within a project, programme or portfolio
- **Activity scheduling** is a mechanism to communicate what tasks need to get done and which resources will be allocated to complete those tasks in what timeframe
- Focused on: managing time, people and processes
- Roles: planning + scheduling

## Role 1: Planning

- Creating an implementation strategy
- Involves:
  - Developing the strategy
  - Determine phases, work areas and control
  - Selecting processes and methods
  - Optimizing time
  - Managing threats and opportunities

## Role 2: Scheduling

- Interpreting the results of planning to create a schedule
- Involves determining:
  - Duration of activities
  - Resources to be applied to the activities
  - Sequencing of activities
  - The effect od delays & disruptions

#### How to define a schedule?

- Define activities
- Do estimate the time and effort
- Determine dependencies
- Assign resources

## Maintaining the schedule

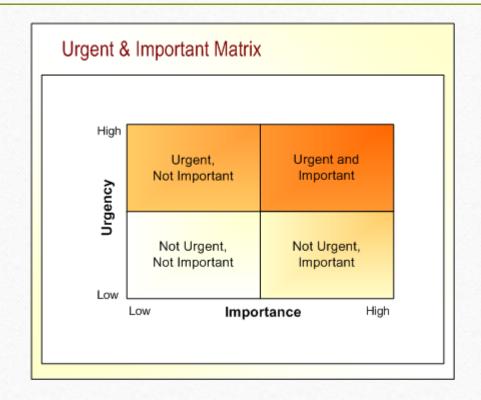
- Use of scheduling software that triggers alarms
- Through the duration of the activities
  - Status of the progress
  - Updating the schedule for relevance and accuracy

## Time management

- Measure how much time the work "really" takes
- Prioritize the tasks
- Plan the time
- Plan long term

- E.g. use <u>ManicTime</u> (computer usage, free features: auto tracking, tag time, statistics)
- E.g. use <u>todoist</u> (to-do list, free for starters)
- E.g. use Google Calendar or iCal
- E.g. use Gantt diagram

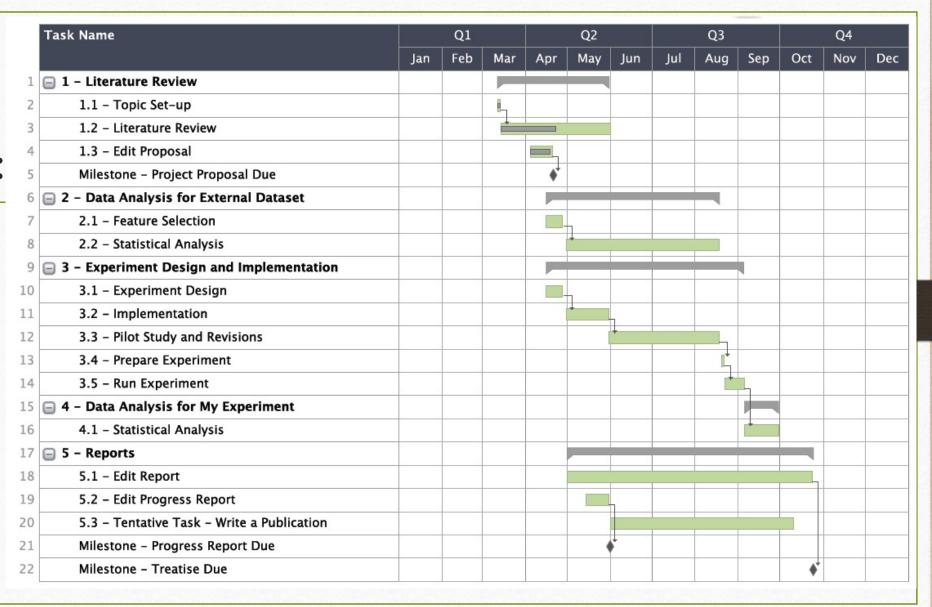
### Prioritize tasks



## Example of Gant for master thesis

Thesis		Months (in Weeks 1-4)																													
Tasks	Jun-2018			Jul-2018		Aug-2018		Sep-2018		Oct-2018		18	Nov-2018		Dec-2018		Jan-2019		Feb-2019		Mar-2019		19	Apr-20:							
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Draft theory									П			П				Т						$\top$		П		П					$\Box$
Draft methods			Т						П			П		П		Т	П	П	Т			Т		П	Т	П	П		П		$\Box$
Data collection																															$\Box$
Revise methods			Т			Т			П							Т			$\neg$			T		П							$\Box$
Draft findings							П		П			П										T		П		П			П		П
Draft lit review									П			П				Т										П					$\Box$
Revisions			Т	П		Т	П		П	П		П		П		Т	П	П	П					П	Т	П	П	$\top$	П	Т	П
Draft intro									П																						
Draft conclusion									П																						
Submit first draft									П																						
Final revisions									П																						$\Box$
Formatting (ToC)									П			П				Т															
Schedule defense									П			П												П		П					П
To committee									П																						
Defend thesis			1				П	$\neg$	П			П		П		Т	П		$\neg$			$\top$			$\top$	П			П	$\top$	
Final thesis to FGS									$\Box$																	П					

Another example: data oriented



Companyuniversity collaboration

<u>Month</u>			May	2			Ju	ne		J	uly-Augu	ıst	September				
Week	18	19	20	21	22	23	24	25	26	27	28-34	35	36	37	38	39	
Pre-study Phase																	
Specification						Î											
Workingplan															. 7		
Investigation of														100			
provisioning systems																	
Experimental Phase																	
Implementation of	**																
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Enhancements &											, i						
Modifications											-						
Comparison with														100			
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with other systems																	
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