



Project Management

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Chapter 7: Project Time Management

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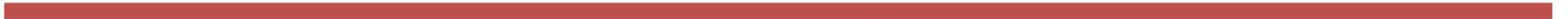


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Learning Objectives

- Understand the concept of project time management
- Identify key processes in time management
- Learn tools for scheduling and control
- Explain the importance of time management in projects





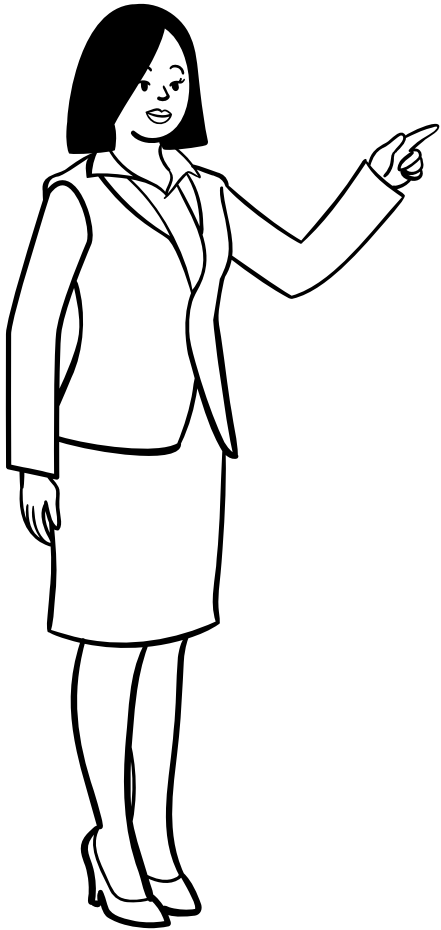
Introduction to Project Time Management

- Project time management focuses on completing the project on schedule.
- It ensures that project activities are planned, sequenced, and controlled effectively.





Importance of Time Management



- Helps avoid project delays.
- Improves coordination among tasks.
- Ensures timely delivery to stakeholders





Key Processes in Time Management

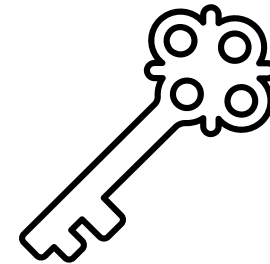
- Define activities.
- Sequence activities.
- Estimate activity duration.
- Develop schedule.
- Control schedule.





Defining Project Activities

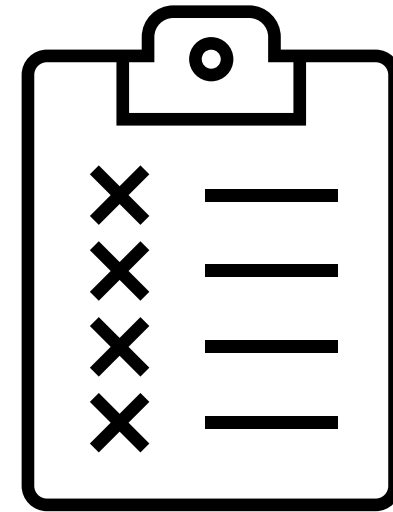
- Identifies tasks required to complete the project.
- Activities are derived from project scope and WBS.





Sequencing Activities

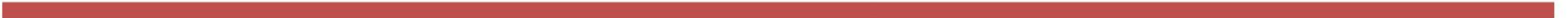
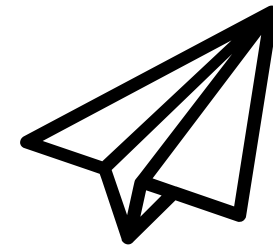
- Determines the order of activities.
- Identifies dependencies between tasks.
- Ensures logical workflow.





Estimating Activity Duration

- Estimates how long each activity will take.
- Based on experience, resources, and complexity.





Developing the Project Schedule

- Combines activities, durations, and dependencies.
- Creates a complete project timeline





Scheduling Tools

- Gantt Chart.
 - Network Diagram.
 - Critical Path Method (CPM).
 - Kanban Board
 - Agile Sprint Planning
 - Milestone Chart
 - Resource Leveling Tools
 - Project Management Software
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Schedule Constraints

- Limited time.
- Resource availability.
- External deadlines.





Schedule Control

- Monitors progress against the schedule.
- Identifies delays early.
- Implements corrective actions.

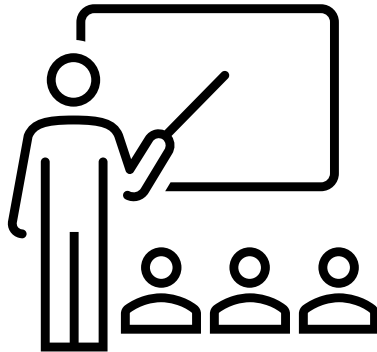




Time Management Example

Example: Software development project.

- Design: 2 weeks
- Development 6 weeks
- Testing: 2 weeks.





Common Time Management Problems

- Unrealistic deadlines.
- Poor estimation.
- Frequent changes.





Managing Schedule Changes

- Evaluate impact of changes.
- Update schedule accordingly.
- Communicate changes to stakeholders.





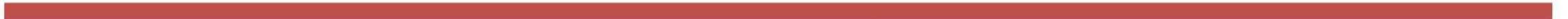
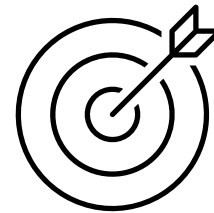
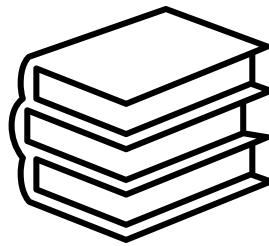
Monitoring Resource Usage

- MS Project
 - Jira
 - Timesheets
 - Trello / Asana
 - Clockify / Toggl
 - Burndown Chart (Agile)
 - Dashboard & Reporting Tools
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Best Practices in Time Management

- Plan tasks carefully.
- Review schedule regularly.
- Use appropriate tools.





Summary

- Project time management ensures timely completion.
- Effective scheduling reduces delays.
- Monitoring keeps projects on track.





Review Exercise

1. What are project resources?
 2. Why is human resource management important?
 3. What is resource allocation?
 4. How can resource conflicts be managed?
 5. Name one tool for resource management.
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