



# Los Angeles County Department of Mental Health Chief Information Office Bureau

## Creating a Project Schedule



What is a Project  
Schedule?

# What is a Project Schedule?

- A plan or “roadmap” which identifies all of the necessary steps to complete a project from start to finish.

ID Number	Task Name	Duration in Days	Original Start	Revised Start	Original Completion	Revised Completion
1	<i>Clinical Data and Practice Management (CDM and PM Project)</i>	829 d	4/1/2010		6/27/2013	
1.1	<i>Project Initiation</i>	40 d	4/1/2010		5/26/2010	
1.1.1	<i>Define CDM and PM Project Strategy</i>	25 d	4/1/2010		5/5/2010	
1.1.1.1	<i>Identify Available CDM and PM Project Solutions</i>	10 d	4/1/2010		4/14/2010	
1.1.1.2	<i>Define a CDM and PM Project Strategy</i>	10 d	4/15/2010		4/28/2010	
1.1.1.3	<i>Review and Approve the CDM and PM Project Strategy</i>	5 d	4/29/2010		5/5/2010	
1.1.2	<i>Develop Project Charter</i>	15 d	5/6/2010		5/26/2010	
1.1.2.1	<i>Prepare Project Charter</i>	10 d	5/6/2010		5/19/2010	
1.1.2.2	<i>Review and Approve Project Charter</i>	5 d	5/20/2010		5/26/2010	
1.2	<i>Project Planning</i>	74 d	5/27/2010		9/10/2010	
1.2.1	<i>Project Management</i>	16 d	5/27/2010		6/18/2010	
1.2.1.1	<i>Prepare Required Project Work Plan (Schedule)</i>	16 d	5/27/2010		6/18/2010	
1.2.1.1.1	<i>Define Tasks and Deliverables</i>	10 d	5/27/2010		6/10/2010	
1.2.1.1.2	<i>Prepare Project Work Plan</i>	5 d	6/11/2010		6/17/2010	
1.2.1.1.3	<i>Review and Approve Project Work Plan</i>	1 d	6/18/2010		6/18/2010	
1.2.2	<i>Conduct CDM and PM Project Readiness Assessment</i>	26 d	6/21/2010		7/27/2010	
1.2.2.1	<i>Form an Assessment Team</i>	5 d	6/21/2010		6/25/2010	
1.2.2.2	<i>Define Short and Long Term Goals</i>	5 d	6/28/2010		7/2/2010	
1.2.2.3	<i>Define Organization Strengths and Weaknesses (SWOT)</i>	5 d	6/28/2010		7/2/2010	
1.2.2.4	<i>Define Business Needs</i>	5 d	6/28/2010		7/2/2010	
1.2.2.5	<i>Assess Budget and Staff Resources</i>	10 d	6/28/2010		7/12/2010	
1.2.2.6	<i>Prepare CDM and PM Project Readiness Report</i>	5 d	7/13/2010		7/19/2010	

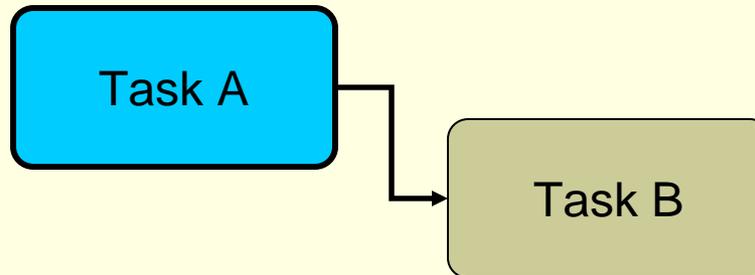
# Elements of a Project Schedule

1.6	<i>Project Closure</i> ← Summary Task	22 d	5/29/2013		6/27/2013	
1.6.1	<i>Submit Final Invoice</i> ← Task	5 d	5/29/2013		6/4/2013	
1.6.2	<i>Submit Final Project Status</i>	10 d	6/5/2013		6/18/2013	
1.6.3	<i>Complete Post Implementation Evaluation Report (PIER) Document</i>	Duration → 10 d	6/5/2013	Orig Start Date	6/18/2013	Orig Comp Date
1.6.4	<i>Archive Project Documents</i>	7 d	6/19/2013		6/27/2013	

Project Schedules usually contain the following items:

- **Task** – a necessary activity in the schedule
- **Summary Task** – a group of tasks rolled up under a common heading
- **Duration** – time to complete a task
- **Milestone** – task that indicates an important point within the project schedule
- **Original Start Date** – when task is scheduled to start
- **Original Completion Date** – when task is scheduled to be finished

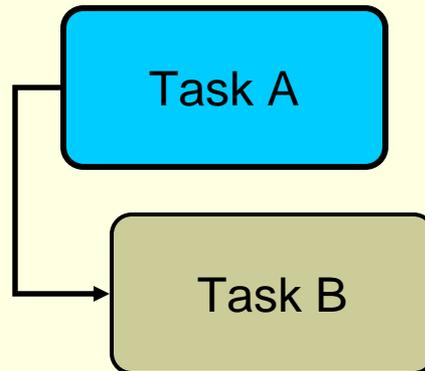
# Task Dependencies in Schedule



- All tasks within a project schedule have some sort of relationship with each other – The most common is the Finish to Start relationship:
  - The end of one task begins the next task

1.6	<i>Project Closure</i>	22 d	5/29/2013	6/27/2013
1.6.1	<i>Submit Final Invoice</i>	5 d	5/29/2013	6/4/2013
1.6.2	<i>Submit Final Project Status</i>	10 d	6/5/2013	6/18/2013
1.6.3	<i>Complete Post Implementation Evaluation Report (PIER) Document</i>	10 d	6/5/2013	6/18/2013
1.6.4	<i>Archive Project Documents</i>	7 d	6/19/2013	6/27/2013

# Task Dependencies in Schedule



- Another example of a task dependency is the Start to Start relationship:
  - The start of one task begins the next task

1.6	Project Closure	22 d	5/29/2013		6/27/2013
1.6.1	Submit Final Invoice	5 d	5/29/2013		6/4/2013
1.6.2	Submit Final Project Status	10 d	6/5/2013		6/18/2013
1.6.3	Complete Post Implementation Evaluation Report (PIER) Document	10 d	6/5/2013		6/18/2013
1.6.4	Archive Project Documents	7 d	6/19/2013		6/27/2013

- Note that the start date for both tasks are the same

# Tasks Roll-up in a Schedule

- It is important to know how task dependencies can affect the way task durations are rolled up to major headings or summary tasks.

1.6	<i>Project Closure</i>	22 d	5/29/2013		6/27/2013
1.6.1	<i>Submit Final Invoice</i>	5 d	5/29/2013		6/4/2013
1.6.2	<i>Submit Final Project Status</i>	10 d	6/5/2013		6/18/2013
1.6.3	<i>Complete Post Implementation Evaluation Report (PIER) Document</i>	10 d	6/5/2013		6/18/2013
1.6.4	<i>Archive Project Documents</i>	7 d	6/19/2013		6/27/2013

- In this example, the roll-up of Project Closure consist of:
  - 4 tasks – each with different durations
  - A rolled-up milestone duration of 22 days
  - An overall start date of 5/29/2013 & overall completion date of 6/27/2013

# Tasks Roll-up in a Schedule

- But **WHY** is the summary task duration only 22 days? If you add up the durations for all of the tasks, it amounts to 32 days...

1.6	<i>Project Closure</i>	22 d	5/29/2013	6/27/2013
1.6.1	<i>Submit Final Invoice</i>	5 d	5/29/2013	6/4/2013
1.6.2	<i>Submit Final Project Status</i>	10 d	6/5/2013	6/18/2013
1.6.3	<i>Complete Post Implementation Evaluation Report (PIER) Document</i>	10 d	6/5/2013	6/18/2013
1.6.4	<i>Archive Project Documents</i>	7 d	6/19/2013	6/27/2013

- If you take another look, notice that tasks 1.6.2 and 1.6.3 are Start to Start tasks – each with a duration of 10 days
- In other words, they both start on the same day and take the same amount of time to complete...SO the overall duration for BOTH tasks adds up to 10 days total.
- $5\text{ d} + 10\text{ d} + 7\text{ d} = 22\text{ days}$  total for Project Closure milestone

# Additional Information

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- Tasks in schedule must follow a sequential and logical path
- Always include a Project Closure milestone/Summary task in the project schedule
- Please account for Holidays – they can affect your schedule timeline.
- If you have any questions or concerns about your project schedule – please contact the CPTN team for assistance
  - *E-mail CPTT@dmh.lacounty.gov*