

Project schedule

Time	Task/ what	Who's in charge	What do you need

Time schedule

- The time schedule can be more or less detailed, depending on the projects size and how long it takes.
- If the project is big and takes a long time, there will be a time schedule for every phase.
- Always put date and time on your time schedule.
- Always stick to the schedule when you're working and always correct if something goes wrong.

Responsibility plan

- The responsibility plan is used to make sure everyone know what they're in charge of and what the expectations is.
- By making this plan you're making sure that communication is clear and effective.
- Like the time schedule you must correct it if there is a change of plans.
- Remember to discuss the plan to make sure the process is optimized.
- Remember that everyone needs different levels of detail. As project leader you have to be sure to consider everyone's needs.

Resources can be:

- The working crew



- Tools available
- Working facilities
- Machines
- Materials
- Money
- Process resources - is used in the making of the project.
- Product resources - is used in the projects products.