



READING GUIDE

PRACTICE STANDARD FOR SCHEDULING

GENERAL OBJECTIVE

- Improve the students' understanding of the Time Management tools and techniques.

INSTRUCTIONS

Based on the reading of the *Practice Standard for Scheduling*, answer the following questions:

1. What is the purpose of this document? How should it be used?
2. How should an activities list be written? What elements should be included in an activities list? Provide at least three examples.
3. What attributes should an activity have? List the main characteristics of an activity according to the best practices.
4. How is the duration of an activity determined? What factors should be considered when an activity duration is calculated? Explain.
5. Why should a schedule baseline be created?
6. Explain the steps included in the Schedule Maintenance process. How should you apply this process in one of your projects?
7. How is the time scale determined for a schedule? Which are the best practices?
8. What types of relationships are used to sequence activities? Explain each one of them.
9. How is the schedule model created? What should be considered?
10. What is slack/float? How are the different types of slack/float calculated?

RULES AND CONSIDERATIONS

- The document must be presented in a .doc format.
- The document must be a maximum of 12 pages in length.
- Questions related to this deliverable should be channeled through the Inquiries forum.