

Schedule Tracking Scheme

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on behalf of T. Uchiyama

Problems so far

- No schedule chart is made
- People do not keep the schedule even if a chart exists
- Schedule charts are not updated
- SEO did not track the progress status

What we want

- SEO knows what tasks are currently going on (e.g. design OO or test XX).
- SEO knows the progress of each task
- SEO knows the expected finish date of each task
- SEO knows who is responsible for each task
- SEO knows the cost estimate of each task
- Granularity of the tasks tracked by SEO is weeks to a month

What is necessary

- Each subsystem submits a schedule chart to SEO
 - The chart should contain necessary information
 - who is responsible for what, cost, etc.
- The schedule chart should be updated regularly
 - Progress of each task should be reported at the same time
- An easy way to share the above information

All of the above have been tried in the past

Why did we fail ?

- SEO did not ask the status of the schedule to subsystems.
- We had problems with MS Project (now solved)

What shall we do now ?

Initialization

- Each chief submits a schedule chart to SEO
 - Deadline 7/15
 - Format: MS Project
 - Uploaded to KAGRA Project Server
 - Granularity of the tasks should be a few weeks
- SEO(T. Uchiyama) will combine the submitted charts to an unified KAGRA wide schedule chart.

Regular schedule tracking

- Each chief updates the schedule chart by Wednesday of the week before each chief meeting
 - Update the progress percentage of each task
- SEO(T. Uchiyama) checks for delayed tasks and ask the chiefs for more explanation.
- If necessary PM will put the issue on the agenda of the following chief meeting
- SEO(T. Uchiyama) creates an updated project wide schedule chart