Project Schedule

Project Details		REV:	0
Project Name:		Area Cleaning - SC6	
Project ID		PROJECT ID HERE	
File Name			
PROJECT ID HERE Area Cleaning - SC6 Project Schedule FY22			
Status Reference			
Reporting Date		3 Oct 22	
Status Date (months)		3 Months	
Key Project Dates			
Project Start		15-Jul-22	
Project Complete		30-Jun-23	
Duration (months)		12 Months	
Project % Complete (%)		4%	
Time Elapsed (%)		25%	
Other key Project parameters			
Total Estimated Project Cost		1 625 000	Rands
Project Governance Phase Status			
Current Project Phase		Initiation	

NO MATCH!

NO MATCH!

Instructions:
1. Type Project Name in Cell D3 and Project Number in Cell D4.
2. Type **Total Estimated Project cost** (Cell D20) and Select **Current Project Phase** (Cell D23) from the dropdown options provided.
3. List the various project activities and tasks in column C in the GANTT (from Cell C29 and downwards).
4. Delete excess rows by selecting excess rows, right-click on selection and select "Delete".
5. To insert new rows, select the row below the desired location, then right-click on selection and select "Insert". Copying a row and Inserting Copied rows are not allowed.
6. After all activities and tasks are listed and in the correct sequence, fill in duration, start date, completion date and %Complete for each **Task**. Remove all durations, dates and %Completes for **Activities/Phases** (headings).
7. Duration, start date, completion date and %Complete for Tasks can be manual inputs or formulas, or even a mixture of the two. However, consider using the formulas that has been prepopulated as this may make it easier when dates need to be revised.
8. Assign Cost against tasks in the GANTT below in the appropriate month. This will allow cashflow to be calculated, and this cashflow can be use to enter into PPM. Consider when Service Providers will be paid as payments after each tasks in not always practical.
9. Details in blue fill in table on Left, is automatically populated from schedule info below. Verify for correctness after schedule is completed.
11. Please avoid as for as possible changing the structure and format of the tables.
12. When saving files to SharePoint, strictly adhere to the file name format in Cell C7 [**ProjectID_ProjectName_"Project Schedule FY22"**].

Notes:
- **Activities/Phases** are groups of tasks (represented in CAPITAL LETTERS and **bold** in column C).
- **Activities/Phases** does not have durations, start dates, end dates and %complete.
- **Tasks** (also in column C) are sub-activities and listed under the Activities/Phases (headings).
- **Tasks** must have durations, start dates and %Complete typed in.
- Note cells that turns **red**, which means your may have invalid inputs.
- When material changes are made to the schedule after it has been baselined, change revision. Consider raising a Decision, Change or Issue in PPM to describe the nature and cause of the material change.

Project Cashflow Summary

	FY2021/22						FY2022/23											
	Jan'22	Feb'22	Mar'22	Apr'22	May'22	Jun'22	Jul'22	Aug'22	Sep'22	Oct'22	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	Apr'23	May'23	Jun'23
F1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
												Total Project Cost						-

Project Timeline Overview (GANTT)

PHASES AND ACTIVITY/TASKS	PLAN DURATION (DAYS)	PLAN START DATE	PLAN COMPLETION DATE	PERCENT COMPLETE
Area Cleaning - SC6	**270**	**03-Oct-22**	**30-Jun-23**	**4%**
1. Subcouncil decision and PPM agreement	**270**	**03-Oct-22**	**30-Jun-23**	**0%**
Draft report	7	15-Jul-22	22-Jul-22	100%
Have report authorized and signed-off	7	22-Jul-22	29-Jul-22	0%
Report tabled at Subcouncil Meeting	7	22-Aug-22	29-Aug-22	0%
Subcouncil Resolution submitted	4	29-Aug-22	02-Sep-22	0%
2. Appointment approvals	**270**	**03-Oct-22**	**30-Jun-23**	**0%**
Costing for EPWP workers (Salary, PPE and tools and equipment)	4	18-Jul-22	22-Jul-22	0%
Number of EPWP workers for employment	4	18-Jul-22	22-Jul-22	0%
Completion of project scope	4	18-Jul-22	22-Jul-22	0%
Authorisation of project scope	9	18-Jul-22	27-Jul-22	0%
Sign off mutual agreement	11	18-Jul-22	29-Jul-22	0%
Complete schedule	11	18-Jul-22	29-Jul-22	0%
Completion of the PID and obtain approval	11	18-Jul-22	29-Jul-22	0%
Appointment of EPWP workers (sign contract)	270	03-Oct-22	30-Jun-23	0%
Deployment of EPWP workers in the field	270	03-Oct-22	30-Jun-23	0%
3. SCM Processes	**270**	**03-Oct-22**	**30-Jun-23**	**0%**
Preparing RFQ and create requisition (Fleet)	4	05-Sep-22	09-Sep-22	0%
Briefing between Line Department and Service Provider	4	26-Sep-22	30-Sep-22	0%
4. Recruitment	**3**	**20-Sep-22**	**23-Sep-22**	**0%**
Request to EPWP Randomisation Office from Subcouncil Database	3	20-Sep-22	23-Sep-22	0%
Appointment and Vetting of EPWP workers Candidates	2	27-Sep-22	29-Sep-22	0%
Induction of EPWP workers (EPWP Policies & Processes)	1	29-Sep-22	30-Sep-22	0%
5. Implementation	**270**	**03-Oct-22**	**30-Jun-23**	**0%**
Programme implementation	270	03-Oct-22	30-Jun-23	0%
Reporting and feedback on programme	270	03-Oct-22	30-Jun-23	0%
6.Close down	**5**	**20-Jun-23**	**25-Jun-23**	**0%**
Evaluation and feedback	5	20-Jun-23	25-Jun-23	0%
Close Down Report	0	30-Jun-23	30-Jun-23	0%

	FY2021/22						FY2022/23											
	Jan'22	Feb'22	Mar'22	Apr'22	May'22	Jun'22	Jul'22	Aug'22	Sep'22	Oct'22	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	Apr'23	May'23	Jun'23