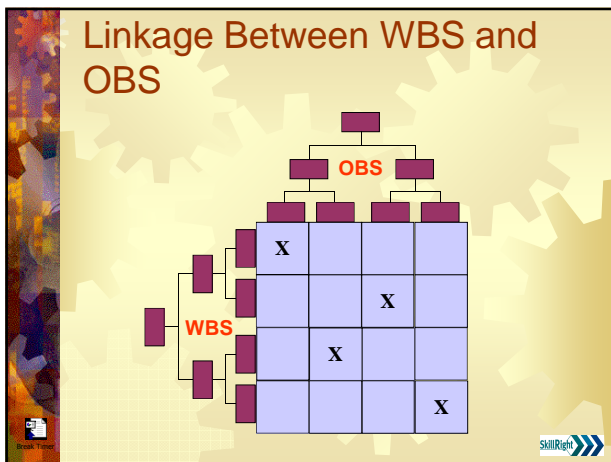


Responsibility Assignment Matrix (RAM) — Purpose

- Ensure that all tasks are assigned to people
- Show levels of involvement of people to work



Responsibility Assignment Matrix

RASIC Method

	PROJECT MANAGER	CUSTOMER	TEAM MEMBER	SENIOR MANAGEMENT	SUPPORT STAFF
MARKETING STUDY					
IDENTIFY POTENTIAL MARKET	C		S	R	
IDENTIFY SURVEY POPULATION		R	S	I	
DEVELOP SURVEY	R	I	S	I	
TEST SURVEY ON SAMPLE	R	I	S		S
FINALIZE SURVEY	R	A	S	I	S
CONDUCT SURVEY	R	I	S	I	S
COLLECT SURVEY	R	I	S		
ANALYZE DATA			R/S		I
REPORT RESULTS AND SUGGESTION	R	A	S	A	S

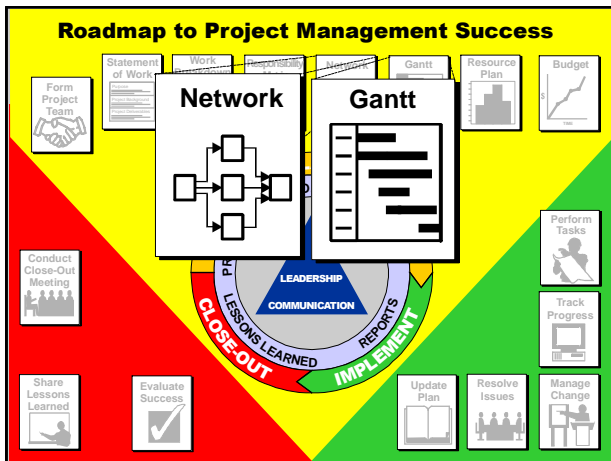
LEGEND
 R - RESPONSIBLE
 A - APPROVE
 S - SUPPORT (DOES THE WORK)
 I - INFORM
 C - CONSULT

RASIC Coding System

- R = Responsible
 - Ensures that the assigned work is completed
- A = Approve
 - Approves that the work meets all requirements
- S = Support
 - Does the work
- I = Inform
 - Is kept informed of work status
- C = Consult
 - Is consulted on the work

Guidelines

- Team member names should be shown across the horizontal axis in the final matrix.
- There should be only one R and one S for each activity if possible.
- Every activity should have an R and an S. R/S for an activity is acceptable.
- The project manager will have the majority of Rs.
- The customer and senior management have the majority of As and Is.



Project Schedule — Purpose

- Determine if requested completion date is possible.
- Identify start and completion dates of all work.
- Determine the controlling sequence of activities.
- Provide data for resource allocation.
- Track progress by providing a baseline.

Scheduling

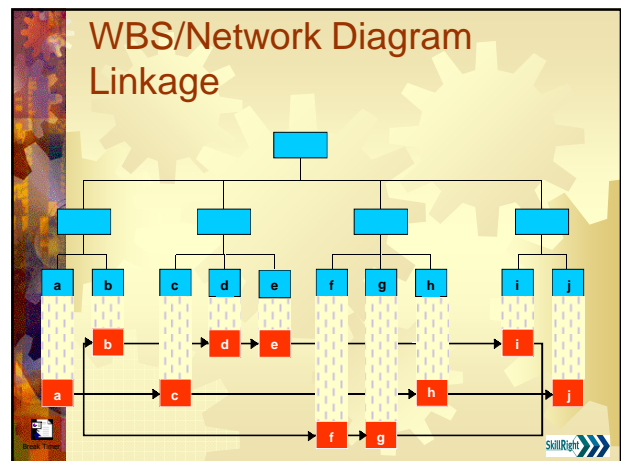
Step 1: Estimate Activity Durations

Estimating Techniques

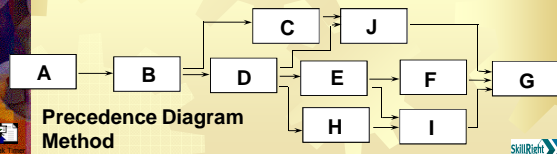
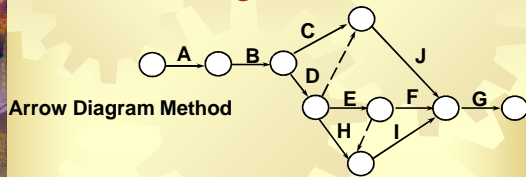
- Deterministic
 - Best Guess
 - Delphi (Consensus)
- Probabilistic
 - Program Evaluation Review Techniques (PERT)

Scheduling

Step 2: Determine Activity Sequence By Creating a Network Diagram



Network Diagram Methods

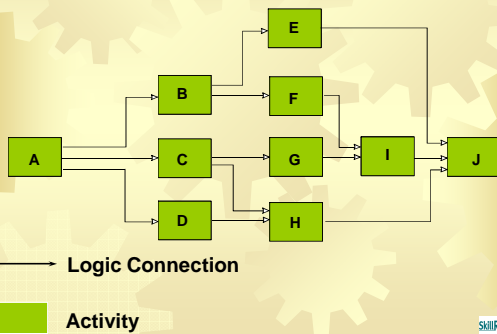


Create a Network Diagram

- **A** is the first activity
- **B, C** and **D** are dependent on **A**
- **E** and **F** are dependent on **B**
- **G** is dependent on **C**
- **H** is dependent on **C** and **D**
- **I** is dependent on **F** and **G**
- **J** is dependent on **E, I,** and **H**
- **J** is the last activity



Precedence Diagram Method



Scheduling

Step 3: Calculate the Schedule Using Critical Path Method (CPM) Procedures

What's is the Critical Path?

- Riskiest path in a project
- Path with the most important activities
- Path with least slack
- Path with least resistance
- Path with longest duration
- Path to **Emerald City**

What's is the Critical Path?

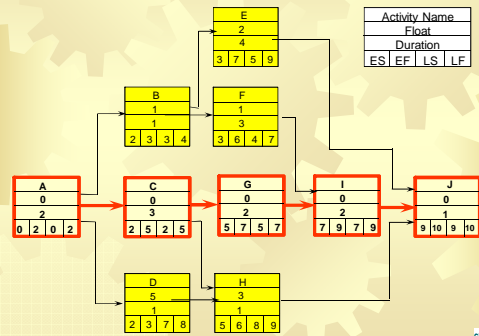
- Path with least slack
- Path with longest duration

Determine the Critical Path

- A = 2 weeks
- B = 1 week
- C = 3 weeks
- D = 1 week
- E = 4 weeks
- F = 3 Weeks
- G = 2 weeks
- H = 1 week
- I = 2 weeks
- J = 1 week



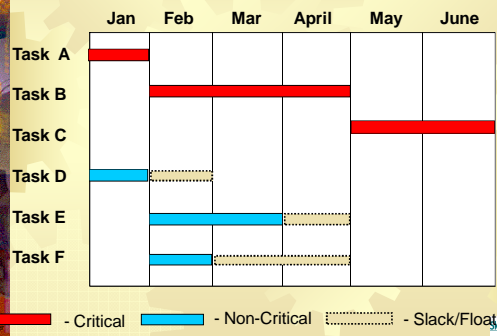
Project X — Critical Path Solution



Scheduling

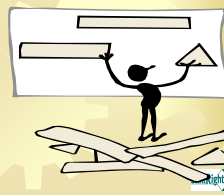
Step 4: Show the Schedule by Drawing Gantt and/or Milestone Charts

Enhanced Gantt Chart

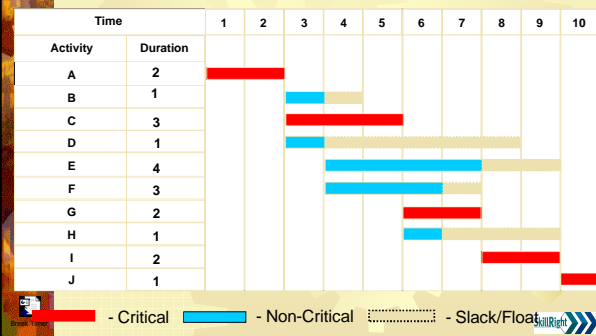


Gantt Charts

- Simple to construct
- Easy to interpret
- Good for management reporting



Project X — Gantt Chart Solution



Develop a Project Schedule

- Prepare a project schedule for the room you are going to paint.

