

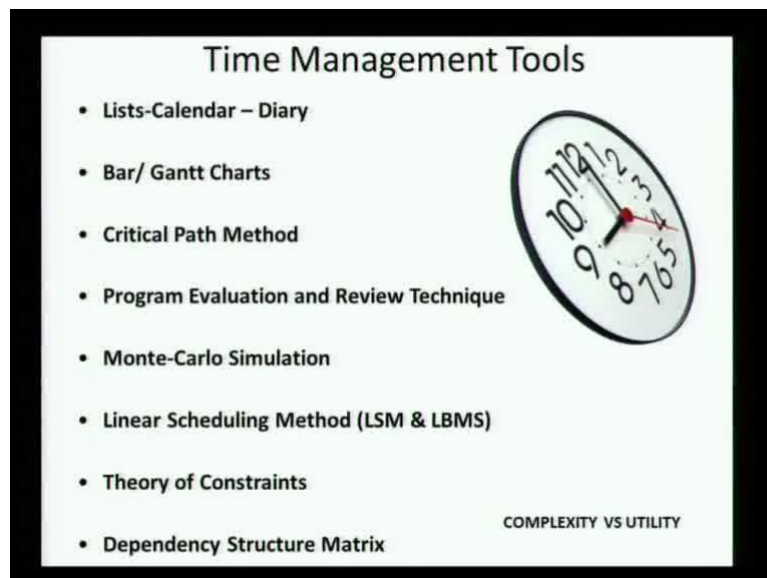
**Project Planning & Control**  
**Prof. Koshy Varghese**  
**Department of Civil Engineering**  
**Indian Institute of Technology, Madras**

**Lecture – 09**

**Lesson – 03**

**Tools for Time Management**

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Now, we move into this topic of the time management tools. So, the identifying these activities are really a critical part of being able to apply the tool, without identifying activities we cannot, there is not much we can actually manage. So, here I have listed some of the common tools, which are around and we will be covering quite a few of this, but I am starting of the basic one lists or a calendar. Do we consider calendar is a time management tool?

**Student:** It is most basic

It is most basic; a diary is the time management. We will go on to bar charts and Gantt charts; that is in the next lecture. It is a slightly more sophisticated way of time management. Go into critical path method gets even more involved a little more detailed than bar charts, go into something like program evaluation review technique or PERT, now you getting little probabilistic, Monte-Carlo simulation. Again more, again probabilistic and representing uncertainty, linear scheduling method or location based management system.

Now, you are bringing in a slightly different view to scheduling. Theory of constraints, dependency structure matrix, the lists goes on. The challenge again here, which tool do I use so which job.

**Student:** ((Refer Time: 01:51))

So, a lot of time is tempting to use a complex tool or even a simple job saying, because of the, what do you say the charm in using a complex tool. So, we have seen many projects in which the team would say I would like to use pert because it is probabilistic modeling and I have a lot of uncertainty in my project, so I wanted to use the most sophisticated technique. But, might not be justified, but I want to use Monte-Carlo simulation because it really simulates my project, but the overhead of running Monte-Carlo simulation overhead of getting data to run Monte-Carlo simulation, just really does not justify the using the tool.

So, the utility of the results you get out of it is just not that. So, the root we should probably use here is using the simplest tool, which can get your job was done and this again is not, how would you say it, it is not that simple to execute. You have actually to develop a good judgment or what is a right tool for your kind of work. Any questions or suggestions or points on this?

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Let us go to the simple tool. How many of you do lists? 1, 2, 3, four everyone, everyone is good time management, people, everyone does lists.

**Student:** ((Refer Time: 03:21))

So, you do the lists, and you do not follow the lists. So, you can see lists have been around for a long time; you use to get the old paper form of the list where you was supposed to do to-do lists. You can see it there, you know the last one is probably what is the best to do lists, nothing to do all the times, so you just crash it out, I have done, and you can see that out, this is the transform from paper to your smartphones, computers, everything, your outlook, you know Google calendar, what. Everything is, you know Google as a task lists.

So, this to-do list is a very common part of our time management tool. Does it really do time management? What is the time dimension in the To-do list?

**Student:** Start activities are there.

Is there at time aspect to-do tool?

**Student:** If you associate time, the deadlines with them ((Refer Time: 04:25)).

If you put to do on a calendar, then there is a time aspect tool. If you do to do without a calendar, basically there is in this window of time you need to do so many things. There is no; there is a kind of an implied time management in it, but basically what is a list now. The list is activities which you have to do to achieve something, which you want to in that week or in that day or whatever.

So, you are doing activity identification, you are listing the activity, you are not putting a specific time on of it, all of it and like I said we do the list, but a lot of times you doing the planning, you are not doing the monitoring or the control. All you are doing the planning you are doing the monitoring and control only in the very, very, very last minute, which tends to upset your other plans. Now, what is the difference between a to-do list and a calendar tool?.

A calendar certainly has, you have a time dimension on your activity and the time dimension again it is a single time dimension usually, saying that you are going to, you have the start typically on a calendar we enter on this day I do this, you might have a duration also, so that is what the calendar.



So, you would take dates, and you would say that what you could do on each date, what you should achieve by each date would be done. You would also probably say when should I start something and by surely when should lists be taken care, what is the... Say you want to do an industrial lecture schedule by in, let say two weeks time. You want to arrange for a lecture in two weeks time, two weeks from today. What is the duration of your activities or to what level of detail would you plan, daily or hourly?

**Student:** During the lecture, it should be an hourly basis.

During the lecture, so as you get closer to the lecture that you are going to get level five schedule it will be hourly that means refreshment should arrive at specific time lecture should start at a specific time should end this that all of these would be and have pickup the speaker at a specific time It would be do hourly are even to the minute. But, I should send that letter out the invitation letter should go it did does it need to be hourly no it can be daily probably you can't have a week it can be daily it should go by this day it does not matter it goes I mean shouldn't matter it goes 9 o'clock or by 5 o'clock by this day I should send it you are giving enough of a buffer on that for various, various uncertainties on that day is enough.

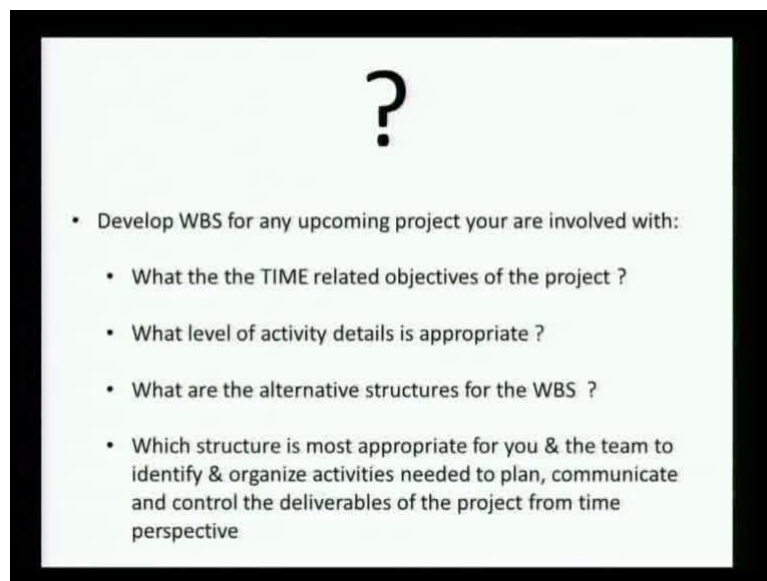
But, you cannot afford to use day in the in the final details when you go to the last part of your lecture you cannot afford to use that. So, calendar is okay and not being, so complex you can still write down the schedule in a written form you do not need that when you get into the only thing a calendar is got final your calendars went from a daily calendar to an hourly calendar as you get to the final sequence of the lecture, when you go into field trip it is the same calendar.

CEAFEST lot of it is calendar can calendar can take a lot of preliminary activities, but the challenge, now is you are going to have you are going to have multiple activities looking for the same resource. So, all will be a required by 3, four events. So, I cannot afford just to say okay hall is available I cannot afford. Can I plan events independently no I have to plan it and see? So, you will actually need something little more sophisticated, than the calendar something like a yeah something like a Gantt chart which we will cover.

But, yes you can do it with the calendar the color coding this that everything you could use it, but we are looking for something more sophisticated when you go to a something like Shaastra something like Gantt chart would be, or a bar chart would be adequate would be adequate you do not need anything for more sophisticated. So, this is what we are going to cover in the next class which is Gantt chart. We will understand how Gantt chart is a bit of

the history and how it is developed.

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But, meanwhile what I would ask you to do is to actually take up any upcoming project are involve with think we know whether it is an exam that is coming preparation for an exam and resulting in exam or whatever you would like to think it whatever is coming up in the next one month they will be a certainly be involved some project or the other I know some of you involved with CEAFEST. Develop the work breakdown structure with the following aspects in mind what are the time-related objectors what is a level of activity details are appropriate what are the alternative structures for the work breakdown structure, which structure is more appropriate for you and the team.

And the critical thing is to it to be able to identify organize activities you needed to plan communicate and control the deliverables of the project from time perspective by looking only from the time perspective, not the cost or anything else. So, I would like to discuss to a kind of think about is, and we will discuss it in the continuing session.