

SOP: Process for Tracking Progress and Adjusting Schedules

Purpose

This SOP details the **process for tracking progress and adjusting schedules**, including setting milestones, monitoring task completion, identifying delays or bottlenecks, updating timelines, reallocating resources, and communicating changes to relevant stakeholders to ensure project objectives are met efficiently and on time.

Scope

This procedure applies to all projects and team members involved in the tracking and adjustment of project schedules.

Responsibility

- **Project Manager:** Oversees progress tracking, schedule updates, and stakeholder communication.
- **Team Leads:** Monitor and report task completion, escalate issues.
- **Team Members:** Complete assigned tasks, report progress and obstacles.

Definitions

Term	Definition
Milestone	A significant point or event in the project timeline.
Bottleneck	Any point of congestion or blockage that slows project progress.

Procedure

1. **Set Project Milestones**
 - Define key deliverables and deadlines.
 - Enter milestones into the project tracking tool.
2. **Assign Tasks and Resources**
 - Assign team members to tasks with estimated completion dates.
 - Document assignments and resource availability.
3. **Monitor Progress**
 - Conduct regular status updates (e.g., weekly meetings).
 - Use project management tools to track task completion.
4. **Identify Delays or Bottlenecks**
 - Compare planned vs. actual progress.
 - Flag overdue tasks and assess root causes.
5. **Update Schedules**
 - Adjust timelines based on current status and risk assessment.
 - Document all changes with reasons for adjustment.
6. **Reallocate Resources (if needed)**
 - Assign additional or alternate resources to critical tasks.
 - Update project plans accordingly.
7. **Communicate Changes**
 - Notify all affected stakeholders of schedule adjustments.
 - Distribute updated timelines and expectations.
8. **Documentation and Review**
 - Maintain records of all progress tracking, decisions, and communications.
 - Conduct post-project reviews to identify improvements for future projects.

Related Documents

- Project Charter
- Project Plan
- Status Report Template

- Change Management Policy

Revision History

Version	Date	Description	Author
1.0	2024-06-11	Initial version	Project Management Office