

## **Project Scheduling Policy**

### **Scheduling Process**

1. **Project Assignment:** A Project Leader (PL) is assigned to a project in PRAG.
2. **Template Chosen:** A scheduling template for the Primavera Project Schedule (P3e) is selected by the PL and entered into the system by the Project Desk Coordinator.
3. **Updates Required:** The PL is responsible for keeping the project schedule up-to-date (all activities) on a weekly basis throughout the duration of the project. P3e information provides data for key performance measures, for scheduling internal OPP manpower and for the PL/customer reports available through the P3e system.
4. **Internal Construction Use:** A Planner/Estimator (P&E) will be assigned and must prepare a design estimate for all projects that utilize internal construction forces. The initial Design Estimate shall be performed once the scope and schedule of the project is clearly defined. The Design Estimate should be completed as early in the project process as possible to establish and reserve internal man-power requirements. As part of the Design Estimate process, the project is estimated in Timberline and labor hours are then transferred into the P3e master OPP internal trade schedule. If a Design Estimate is not completed, internal man-power is not scheduled.
  - a. Interim Design Estimates are required in order to keep budget and scheduling information as accurate as possible throughout the design and must be performed at each design review.
  - b. Throughout the design, when the PL changes the construction portion of the P3e project schedule, notification will be issued as a 'dbnews' to the P&E who will adjust the P3e master OPP internal trades schedule as required.
  - c. Once the design is complete, a final estimate (Black Folder process) is required. This is the final check on the budget and schedule prior to issuance of the internal Notice to Proceed (NTP).
  - d. NTP is issued.
5. **Off-Line Scheduling:** Project support work performed by internal forces that is not associated with a complete P3e project schedule, such as work orders and minor work, must be scheduled through the Supervisor, Project Planning & Estimating. The PL shall submit these scheduling requests via e-mail to the Supervisor of Project Planning & Estimating. Information required includes the project name, job number, responsible supervisor and an estimate of work hours and desired schedule.
6. **Project Completion:** When the project is complete, the PL is to mark the status of the schedule as Closed. Once the project close-out documentation is processed, the project will be archived in the P3e system.