

# ***Schedule Reporting Procedure***

In order to maintain control and to create an accurate accounting of the construction scheduling progress, it is mandatory to keep your schedules updated weekly (unless stated otherwise). This is necessary to keep everyone informed, accountable and helps document and control progress.

Our schedule is the one item that serves as a weekly checkpoint to see where the project stands, documents actual events as compared to the baseline schedule, forecast conflicts, helps prioritize all team member's actions, helps review the buyout status of unresolved trades and is also our main communication to let all other team members of the project know what the current status is so that they can adjust their schedules accordingly. This is especially critical if we are accelerating the schedule to make sure that all Team Members make adjustments for material deliveries and manpower requirements.

All schedules have a sequence of priority by linking the tasks. It is not necessary to reschedule all of the tasks - only the ones that fall within the date range of the last update to the current update date. The schedule will automatically update all other tasks. The end date will only move if the task in the critical path is accelerated or delayed. If a critical task is delayed, we need to evaluate if we can make up the time on other tasks or shorten the duration of future critical tasks. We can always change the sequencing and predecessors for any task. All schedules change due to various factors and it is our responsibility to restructure the schedule in the effort to maintain or accelerate the project completion date.

## **All Schedule Updates should include the following information:**

1. Date of update
2. Actual Start and Actual Finish dates of all tasks that have been started and/or finished
3. Percent complete for all tasks in progress
4. Any information effecting the structure of the schedule
5. Any **'note'** information to attach to each task. (This is optional, but it is a great way to document problems, delays conflicts or concerns.) These are hidden from view and are available on a separate sheet for **OUR** use only

The updated schedule should be sent weekly (unless otherwise stated) to all Team Members with our Schedule Update Form. This form is distributed with the updated schedule and asks for any conflicts or problems. If we do not receive a response it is presumed that all adjustments in the schedule have been accepted.

All schedules and related information are combined into a Master Project so that we can schedule, filter and view information across all of our projects. This makes it critical that your schedules are current and accurate. This information will allow for us to adjust and even out our workload, identify over allocations and provide the ability to effectively decide whether to subcontract future work or complete the work by our forces. This information also provides insight as to what type of work to focus on and to adjust our profit margins due to the workload available.

## **If there is one schedule that is not accurate or current it will affect the accuracy of all forecasting!**

Once schedules are distributed, they are writing and it is critical to our reputation that they are met – as much as is within our control. We are selling schedule as much as we are selling price. We want to be known for our service, efficiency and production. With proper attention to our scheduling we will rarely have a problem with an owner.

***Most problems are a result of a lack of scheduling and communication!!!***