

Project Management Professional Development Series – Project Scheduling – Session 1

Facilities and Campus Services
Engineering and Project Management
April 2019





The Craft of Project Scheduling

“Scheduling provides a basis for management of the work, improves communications, and facilitates coordination.”

(AACE International Skills & Knowledge of Cost Engineering– Scheduling)



The Craft of Project Scheduling

Why is a Schedule Important?

- Key tool for monitoring and controlling projects
- Important and integral part of the planning process

What are some of the Benefits of Scheduling?

- Forecasting tool
- Baseline for recording progress
- Improves communications
- Facilitates coordination



Craft of Project Scheduling

Session 1 – Scheduling Requirements (eBuilder System Reporting)

- Promote Consistency
- Developing Reporting Structure
- Leverage eBuilder - “As a Power User”



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VS

Session 2 – Scheduling Tools & Resources (Next PMPD)

- *Promote Consistency*
- *Promote Best Practices*





The Craft of Project Scheduling

Project Task
Schedule
(Checklists)

**eBuilder
Scheduling
Module**
(Reporting)

Scheduling
Meetings
(Outlook)

Approval
Schedule
(Internal & External)

Construction
Schedule

Communication
Schedule
(Pincello)



eBuilder Scheduling Module: (Guidance)

Schedule Module Guidance:

- Purpose
- Project Requirements
- Update Expectations
- Templates
- Reports
- Timeframe Expectations


Schedule Module Guidance

e-Builder Project Schedule



#	Master Task	Task Name	Duration	Start	Finish	% Com.	Predecess.	2019	2019	2020
1	00000 Overall P.	OVERALL PROJECT	18.00 months	11/18/2019	03/26/2021	0				
1.1	0	00000 Consultant Procurement (PP)	30 days	11/18/2019	01/20/2020	0				
1.2	3	PRE DESIGN AUTHORIZATION	10 weeks	11/18/2019	01/20/2020	0				
1.2.1	4	Pre Design Contract Review & Approval L.	20 days	01/20/2020	01/20/2020	0				
1.2.2	5	RFI Process - Pre Design (PP)	10 days	01/20/2020	01/18/2020	0	275			
1.2.3	6	RFI Review (PP)	0 days	11/18/2019	11/18/2019	0				
1.2.4	7	RFI/RFI Approval Order	0 days	01/18/2020	01/18/2020	0	485			
1.2.5	8	RFI Approval Order	0 days	01/18/2020	01/18/2020	0	750			
1.3	9	00000 PRE DESIGN	10 weeks	01/21/2020	04/24/2020	0				
1.3.1	10	Pre Design Contract Issues (PP)	0 days	01/21/2020	01/21/2020	0	395			
1.3.2	11	Review Pre Design Issues Meeting (PP)	40 days	01/21/2020	04/02/2020	0	400			
1.3.3	12	Pre Design (PP)	10 days	04/02/2020	04/17/2020	0	100%			
1.3.4	13	Pre Design Final Deliverables	0 days	04/18/2020	04/18/2020	0	100%			
1.4	14	00000 ARCHITECT.	45 days	04/20/2020	06/03/2020	0	100%			
1.5	15	00000 AUTHORIZATION	670 hours	11/18/2019	07/28/2020	0				

See Appendix A for a different visualization of the standard schedule.

Document Purpose: Provide Project Managers (PM) necessary information for using the eBuilder Schedule, common terminology, tips and recommendations, along with restrictions, and underlying importance of scheduling module beyond individual projects.

Projects Requiring eBuilder Schedule: All capital and small projects in eBuilder must have an activated eBuilder Schedule. For a small project, the eBuilder schedule will meet all the project scheduling needs. Projects may also require Pincello presentation schedules, Microsoft Project detailed schedules, Pre-Construction or Construction schedules by the GC. PM may need to add more tasks to the standard schedule and can chose to activate them.

Update Frequency for eBuilder Schedules: PM is required to update project schedules when major changes occur, at a minimum by the end of each month (Unless no changes since previous update).

Allowable eBuilder Schedule Templates: Use the standard eBuilder Schedule templates (Personal or customized project schedules are not permitted). Ability to leverage the eBuilder system requires exact naming conventions to be used in order to create consistent, reliable reports, eliminate double entry spreadsheets, and project slides.

Reports & Dashboards that Rely on Accurate/Up-to-Date Schedule Information:

- Design Reviews - 6 Month Look Ahead - Various subscribers including Facilities Engineering & EH&S.
- Bid Schedules - Project Short Name - Looks for Task Name "Bid Period"
- Contracts Office Bidding Schedule, Project PAR List Schedule, Project Update Reports, Performance Benchmarking, Workload Analysis, etc.)

Schedule Module
Page | 1



eBuilder Scheduling Module: (Template)

Schedule Template: (Appendix A)

- Rules of Use:
 - Do not rename items that contain (*).
 - Tasks that contain an (*) can be deleted if not required for your project.
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Project Types: (Template Modifications)

- How to use the template for various types of projects.

Appendix A

Seq No	Master Task Name	Task Name	Reporting Significance	e-Builder Process Alignment	Start Date	Finish Date	Is Milestone
1	OVERALL PROJECT	OVERALL PROJECT	FCS		10.16.2018	09.17.2021	No
2		Pre-Design Consultant Procurement/RFP*	FC		10.16.2018	11.27.2018	No
3		PRE-DESIGN AUTHORIZATION*	UA + E&PM		10.16.2018	12.26.2018	No
4		Pre-Design Contract Request & Approval (CRP & CA)*	FCS	Contract Request & Preparation (CRP)	11.28.2018	12.29.2018	No
5		PAR Process - Pre-Design (PAR)*	FCS	Project Approval Request (PAR)	11.28.2018	12.11.2018	No
6		PAR Due in FCS*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
7		CF&PC Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
8		S&P Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
9	PRE-DESIGN	PRE-DESIGN*	FCS		12.27.2018	03.01.2019	No
10		Pre-Design Contract Award (CA)*	FC	Contract Approval (CA)	12.27.2018	12.27.2018	Yes
11		Platform Pre-Design Scope (Feasibility Study, Space Programming, Concept Study)	UA + E&PM		12.27.2018	02.28.2019	No
12		Pre-O Review (DR)	UA + E&PM	2 weeks - update predecessors	02.28.2019		No
13		Pre-Design Scope Final Deliverable	UA + E&PM		03.31.2019	03.01.2019	No
14	ARCHITECT	ARCHITECT	UA + E&PM + FC				
15	14 SELECTION	Design Consultant Procurement/RFP*	FC		03.04.2019	05.03.2019	No
16		Design Contract Request & Approval (CRP & CA)*	FCS	Contract Request & Preparation (CRP)	05.06.2019	06.03.2019	No
17		PAR Process - Design (PAR)*	FCS	Project Approval Request (PAR)	05.06.2019	05.17.2019	No
18		PAR Due in FCS*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
19		CF&PC Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
20		S&P Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
21	DESIGN	DESIGN*	FCS		06.04.2019	01.22.2020	No
22		Design Contract Award (CA)*	FC	Contract Approval (CA)	06.04.2019	06.04.2019	Yes
23		Schematic Design*	E&PM		06.04.2019	07.16.2019	No
24		SD Review (DR)*	FE	Design Review (DR)	07.17.2019	07.30.2019	No
25		Schematic Design Approval (A&C / LFC Reviews)*	FCS		07.31.2019	07.31.2019	No
26		Design Development*	E&PM		08.01.2019	09.12.2019	No
27		DD Review (DR)*	FE	Design Review (DR)	08.13.2019	08.26.2019	No
28		50% Construction Documents*	E&PM		08.27.2019	11.07.2019	No
29		50% CD Review (DR)*	FE	Design Review (DR)	11.08.2019	11.21.2019	No
30		100% Construction Documents*	E&PM		11.22.2019	01.07.2020	No
31		100% CD Review (DR)*	FE	Design Review (DR)	01.08.2020	01.21.2020	No
32		Final CD Due to Owner*	E&PM + College		01.22.2020	01.22.2020	Yes
33	BID	BID*	FCS		01.22.2020	03.03.2020	No
34		Bid Document QA Check-Project Team*	E&PM		01.22.2020	01.27.2020	No
35		Bid Documents Preparation-Contracts*	FC	Bid Preparation (future)	01.27.2020	02.04.2020	No
36		Bid Period*	FC + E&PM	Bidding Module (future)	02.05.2020	02.25.2020	No
37		Scope Validation*	FCS		02.26.2020	03.03.2020	No
38		CONSTRUCTION AUTHORIZATION*	FCS		10.16.2018	03.31.2020	No
39		CA*	FCS	Contract Request & Preparation (CRP)	03.04.2020	03.31.2020	No
40		PAR Process - Construction (PAR)*	FCS	Project Approval Request (PAR)	02.26.2020	03.16.2020	No
41		PAR Due in FCS*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
42		CF&PC Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
43		S&P Approval Date*	FCS	Project Approval Request (PAR)	10.16.2018	10.16.2018	Yes
44	CONSTRUCTION	CONSTRUCTION*	FCS		04.01.2020	10.20.2020	No
45		Award/NTP (CA)*	E&PM + College	Contract Approval (CA)	04.01.2020	04.01.2020	Yes
46		Abatement*	E&PM + College		04.29.2020	05.27.2020	No
47		Demolition Activities*	E&PM + College		05.28.2020	06.10.2020	No
48		Construction Activities*	E&PM + College		06.11.2020	09.03.2020	No
49	SUBSTANTIAL COMPLETION	TOO/CoD*	E&PM + College		09.14.2020	09.14.2020	Yes
50		Beneficial Occupancy*	E&PM + College		09.15.2020	09.15.2020	Yes
51		Final Completion*	E&PM + College		10.20.2020	10.20.2020	Yes
52	CLOSE OUT	CLOSE OUT*	FCS		08.20.2021	09.17.2021	No
53		As Built and O&M's Complete*	FM	FM Turnover (future)	08.20.2021	08.20.2021	Yes
54		Commissioning Follow-Up*	FM		08.20.2021	08.26.2021	No
55		A/E Warranty Walkthrough Within One Year*	FM		08.20.2021	08.26.2021	No
56		Archive Activities (C)	E&PM	Closeout (C)	08.20.2021	09.10.2021	No
57		Final Financial Closeout (C)	FCS	Closeout (C)	09.13.2021	09.17.2021	No

 = Important reportable dates
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eBuilder Scheduling Module: (Template)

Appendix A

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10		Pre-Design Contract Award (CA)*	FC	Contract Approval (CA)	12.27.2018	12.27.2018	Yes
11		Perform Pre-Design Scope (<i>Feasibility Study, Space Programming, Concept Study</i>)	UA + E&PM		12.27.2018	02.28.2019	No
12		Pre-D Review (DR)*		2 weeks - update predecessors	02.28.2019		No
13		Pre-Design Scope Final Deliverable	UA + E&PM		03.01.2019	03.01.2019	No
14	ARCHITECT SELECTION	Design Consultant Procurement/RFP*	UA + E&PM + FC		03.04.2019	05.03.2019	No
15		DESIGN AUTHORIZATION*	FCS		10.16.2018	06.03.2019	No
16		Design Contract Request & Approval (CRP & CA)*	FCS	Contract Request & Preparation (CRP)	05.06.2019	06.03.2019	No

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No
Yes
Yes
Yes
No
Yes



eBuilder Scheduling Module: (Reporting)

Reports & Dashboards:


Monitoring & Project Control

- eBuilder Power User
 - Project Status Reports

Forecasting & Coordination

- Design Reviews
- Bid Schedules
- Project PAR List Schedule
- Workload Analysis

University Library – Olin Library Terrace Renewal
Design

Project Description	Financial Summary	Project Budget Model																																																				
 <p>The purpose of this project is to replace the Terrace level roof and stairs leading to Ho Plaza as well as install guard rails along the means of egress from the 2nd floor of the building and across the Terrace.</p> <p>Location: Olin Library Type: Renewal Project Size: TBD Total Budget: \$2,000,000 Const. Cost/GSF: TBD</p> <p>Customer: Facilities Maintenance Unit Rep: Dave Baildon CU PM: Jason Cragle CU CM: Jason Cragle</p> <p>Architect: Bell & Spina MEP: Taitem Engineers Contractor: TBD</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PAR Items</th> <th>App PAR Budget</th> <th>Spent To Date</th> <th>Total Forecast</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Planning & Design</td> <td>\$254,000</td> <td>\$55,952</td> <td>\$254,000</td> </tr> <tr> <td>FFE</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Project Support</td> <td>\$3,000</td> <td>\$2,813</td> <td>\$3,000</td> </tr> <tr> <td>Transportation</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Project Mngt.</td> <td>\$13,000</td> <td>\$13,000</td> <td>\$13,000</td> </tr> <tr> <td>Contingency</td> <td>\$30,000</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>\$300,000</td> <td>\$71,765</td> <td>\$270,000</td> </tr> </tbody> </table>	PAR Items	App PAR Budget	Spent To Date	Total Forecast	Construction	\$0	\$0	\$0	Planning & Design	\$254,000	\$55,952	\$254,000	FFE	\$0	\$0	\$0	Project Support	\$3,000	\$2,813	\$3,000	Transportation	\$0	\$0	\$0	Project Mngt.	\$13,000	\$13,000	\$13,000	Contingency	\$30,000			Total	\$300,000	\$71,765	\$270,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Construction</td> <td style="text-align: right;">\$1,500,000</td> </tr> <tr> <td>Planning & Design</td> <td style="text-align: right;">\$254,000</td> </tr> <tr> <td>FFE</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Project Support</td> <td style="text-align: right;">\$5,000</td> </tr> <tr> <td>Transportation</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>Project Mngt.</td> <td style="text-align: right;">\$81,000</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">\$140,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$2,000,000</td> </tr> </tbody> </table>	Construction	\$1,500,000	Planning & Design	\$254,000	FFE	\$0	Project Support	\$5,000	Transportation	\$20,000	Project Mngt.	\$81,000	Contingency	\$140,000	Total	\$2,000,000
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Updated 4.1.19 JPC


Transitioning from monthly Project Slides to Dashboards and eBuilder Reporting



“POWER eBuilder User”

Getting eBuilder to work for us

University Library – Olin Library Terrace Renewal
Design

Project Description	Financial Summary	Project Budget Model																																																																												
 <p><i>The purpose of this project is to replace the Terrace level roof and stairs leading to Ho Plaza as well as install guard rails along the means of egress from the 2nd floor of the building and across the Terrace.</i></p> <p>Details</p> <p>Location: Olin Library Type: Renewal Project Size: TBD Total Budget: \$2,000,000 Const. Cost/GSF: TBD</p> <p>Customer: Facilities Maintenance Unit Rep: Dave Baildon CU PM: Jason Cragle CU CM: Jason Cragle</p> <p>Architect: Bell & Spina MEP: Taitem Engineers Contractor: TBD</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>PAR Items</th> <th>App PAR Budget</th> <th>Spent To Date</th> <th>Total Forecast</th> </tr> </thead> <tbody> <tr><td>Construction</td><td></td><td>\$0</td><td>\$0</td></tr> <tr><td>Planning & Design</td><td>\$250,000</td><td>\$55,952</td><td>\$254,000</td></tr> <tr><td>FFE</td><td></td><td>\$0</td><td>\$0</td></tr> <tr><td>Project Support</td><td>\$3,000</td><td>\$2,813</td><td>\$3,000</td></tr> <tr><td>Transportation</td><td>\$0</td><td>\$0</td><td>\$0</td></tr> <tr><td>Project Mngt.</td><td>\$13,000</td><td>\$13,000</td><td>\$13,000</td></tr> <tr><td>Contingency</td><td>\$30,000</td><td></td><td></td></tr> <tr><td>Total</td><td>\$300,000</td><td>\$1,765</td><td>\$270,000</td></tr> </tbody> </table> <p style="text-align: center; background-color: #e0e0e0;">Status</p> <ul style="list-style-type: none"> Project presentation to ILPC Commission which was approved as submitted CD Phase ongoing <p style="text-align: center; background-color: #e0e0e0;">Project Issues</p> <ul style="list-style-type: none"> Full funding for the project will not be available until new fiscal year July 2019 	PAR Items	App PAR Budget	Spent To Date	Total Forecast	Construction		\$0	\$0	Planning & Design	\$250,000	\$55,952	\$254,000	FFE		\$0	\$0	Project Support	\$3,000	\$2,813	\$3,000	Transportation	\$0	\$0	\$0	Project Mngt.	\$13,000	\$13,000	\$13,000	Contingency	\$30,000			Total	\$300,000	\$1,765	\$270,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Project Budget Model</th> </tr> </thead> <tbody> <tr><td>Construction</td><td>\$1,500,000</td></tr> <tr><td>Planning & Design</td><td>\$254,000</td></tr> <tr><td>FFE</td><td>\$0</td></tr> <tr><td>Project Support</td><td>\$5,000</td></tr> <tr><td>Transportation</td><td>\$20,000</td></tr> <tr><td>Project Mngt.</td><td>\$81,000</td></tr> <tr><td>Contingency</td><td>\$140,000</td></tr> <tr><td>Total</td><td>\$2,000,000</td></tr> </tbody> </table> <p style="text-align: center; background-color: #e0e0e0;">Project Schedule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Design RFP</td><td>6/14/18</td></tr> <tr><td>SD Due</td><td>10/18/18</td></tr> <tr><td>DD Due</td><td>2/14/19</td></tr> <tr><td>CD Due</td><td>3/29/19</td></tr> <tr><td>Bids Due</td><td>5/24/19</td></tr> <tr><td>Construction Start</td><td>7/15/19</td></tr> <tr><td>Construction Complete</td><td>11/29/19</td></tr> </tbody> </table> <p style="text-align: center; background-color: #e0e0e0;">Project Statistics</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Contingency Remaining</td><td>\$30,000</td></tr> <tr><td>Design Schedule</td><td>82%</td></tr> <tr><td>Invoiced</td><td>0%</td></tr> <tr><td>Contingency Projected Use</td><td>0%</td></tr> </tbody> </table>	Project Budget Model		Construction	\$1,500,000	Planning & Design	\$254,000	FFE	\$0	Project Support	\$5,000	Transportation	\$20,000	Project Mngt.	\$81,000	Contingency	\$140,000	Total	\$2,000,000	Design RFP	6/14/18	SD Due	10/18/18	DD Due	2/14/19	CD Due	3/29/19	Bids Due	5/24/19	Construction Start	7/15/19	Construction Complete	11/29/19	Contingency Remaining	\$30,000	Design Schedule	82%	Invoiced	0%	Contingency Projected Use	0%
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Updated 4.1.19 JPC



Forecasting & Coordination – Sample Reports



Bid Phase Tasks

FCS PM Project Schedules - Various Bid tasks

Filter By:

Project Status equals **Active**

Project Category (Project Custom Field) equals **Capital Project, Small Project (non-capital; less than \$100K; no PAR)**

Task Name contains **Bid Period, Documents Sent to Bidders, Receive Bids, Issue Request for Bids, Received Bids, "Bid Phase (Pre-Bid, RFI's, Addendum)", Bid Phase**

PM Group (Project Custom Field) equals **FCS PM A, FCS PM B, FCS PM C**

Project Phase (Project Custom Field) not equal to **Closeout, Complete**

Short Name	Task Name	% Complete	Start Date	Finish Date	Duration	Sequence Number
PM Group: FCS PM A (14 records)						
Baker Institute W Humidifier	Bid Period*	0%	06.04.2019	07.02.2019	21d	12
Barton Floor Refinish	Bid Phase - NYS Bid Process	0%	05.24.2018	06.22.2018	20d	18
Building Controls Upgrades 2	Issue Request for Bids	0%	11.20.2017	11.20.2017	1d	10
Building Controls Upgrades 2	Received Bids	0%	12.14.2017	12.14.2017	1d	12
Building Controls Upgrades 2	Issue Request for Bids	0%	10.23.2017	10.23.2017	1d	34
Building Controls Upgrades 2	Received Bids	0%	11.15.2017	11.15.2017	1d	36
Building Controls Upgrades 2	Issue Request for Bids	0%	10.23.2017	10.23.2017	1d	58
Building Controls Upgrades 2	Received Bids	0%	11.15.2017	11.15.2017	1d	60
Carpenter B05 Code Compliance	Bid Period	0%	01.23.2019	02.12.2019	15d	15
LED Lighting Ph 2	Bid Period	0%	03.28.2018	04.26.2018	21d	6
Thurston Hall VAV/Controls	Bid Period*	0%	12.04.2018	03.14.2019	71d	24
Uris Lib Addition Study Area	Received Bids	0%	12.20.2017	12.20.2017	1d	16
VMC AHU Rehab	Original Bid Period	100%	03.28.2017	04.19.2017	16d	10
VMC AHU Rehab	Kick-Off Meeting for Second Bid Phase	100%	03.19.2018	03.20.2018	1d	13
PM Group: FCS PM B (40 records)						
Baker 200 Auditor Reno	Documents Sent to Bidders	0%	08.07.2020	08.07.2020	1d	22
Baker 200 Auditor Reno	Receive Bids	0%	09.03.2020	09.03.2020	1d	28
BTI Parapet & Roof	Documents Sent to Bidders	0%	06.12.2018	06.21.2018	8d	29
BTI Parapet & Roof	Receive Bids	0%	06.25.2018	07.09.2018	10d	31
CALS Greenhouse Modern	Documents Sent to Bidders	0%	05.07.2020	05.13.2020	5d	36
CALS Greenhouse Modern	Receive Bids	0%	05.15.2020	05.28.2020	9d	38
Campus Rd/Teagle Steam Line	Bid Period	0%	01.18.2019	02.21.2019	25d	14
CCC Academic Support	Bid Period	0%	01.28.2019	02.15.2019	15d	13
Central Campus Pipe Line	Documents Sent to Bidders	0%	11.01.2018	11.14.2018	9d	9
Clark Basement Lab AEP	Documents Sent to Bidders	0%	03.15.2019	03.15.2019	1d	18
Clark Basement Lab AEP	Receive Bids	0%	04.05.2019	04.05.2019	1d	24
Corson E231 Educ Research Lab	Bid Period	0%	12.03.2018	01.03.2019	4.20w	18



Forecasting & Coordination – Sample Reports

Contracts Bid Reviews

Contracts Bid Reviews - Using new schedule module; looking for tasks containing "Bid Documents Preparation-Contracts" - no results because PMs are either not using the new naming convention or have not activated the Bid Period task in their schedules



Contracts Bid Reviews - Active Projects (Real Data)

Filter By:

Project Status equals Active
 Project Category (Project Custom Field) equals Capital Project, Small Project (non-capital; less than \$100K; no PAR)
 Task Name contains Bid Documents Preparation-Contracts
 Start Date in the next 12mo

Project Name	Short Name	Task Name	% Complete	Start Date	Finish Date	Duration	Project Manager	PM Group	Sequence Number

Contracts Bid Reviews - Using new schedule module; looking for tasks containing "Bid Documents Preparation-Contracts" - How it should look



Contracts Bid Reviews - Sample

Filter By:

Project Status equals Administrative
 Project Category (Project Custom Field) equals Capital Project, Small Project (non-capital; less than \$100K; no PAR)
 Task Name contains Bid Documents Preparation-Contracts
 Start Date in the next 12mo

Project Name	Short Name	Task Name	% Complete	Start Date	Finish Date	Duration	Project Manager	PM Group	Sequence Number
Project Manager: Project Manager (3									
Schedule Module - Small Project		Bid Documents Preparation-Contracts	0%	05.02.2019	05.08.2019	25d	Project Manager	IPP Project Administration I	17
Testing Two General Contractor On One Project		Bid Documents Preparation-Contracts	0%	01.23.2020	02.05.2020	10d	Project Manager		35
Schedule Module - Capital Project		Bid Documents Preparation-Contracts	0%	03.23.2020	04.03.2020	10d	Project Manager	IPP Project Administration I	35
Grand Totals (3 records)						25			



The Craft of Project Scheduling

Session 2 - Scheduling Tools & Resources

MAY 2019

**Project
Task
Schedule**
(Checklists)

**Scheduling
Meetings**
(Outlook)

eBuilder
Scheduling
Module
(Reporting)

**Approval
Schedule**
(Internal & External)

**Construction
Schedule**

**Communication
Schedule**
(Pincello)