

# 10 Schedule Management

The purpose of the schedule management process is to outline FP&C's approach for managing project schedules. It provides a guideline of schedule management tools that may be used by the project team in order to accurately track and manage project progress. It helps to ensure that the project team has a full understanding of the project phasing, the contractor's means for constructing, and key interfaces. Lastly it assists the project team with identifying risks that may impede progress.

## 10.1 Project schedule

During Initiation, the FP&C Project Team identify and define the project's key durations. For Large Projects, the Project Team should obtain input from applicable internal departments and past projects.

The PM documents these durations in the PAA. For all projects, the durations are updated on an ongoing basis and used to measure project performance. PM should maintain copies of the schedule, and any relevant schedule data in the PMIS

## 10.2 Construction schedule

When required the Construction Schedule will be created and managed by the Contractor. The Contractor will create the schedule in accordance with the contract documents. From planning through execution, the PM is responsible to verify the Contractor complies with the scheduling requirements in the contract documents. The Schedule Management Checklist (Appendix 10.2a) is provided as an optional tool for the PM to use.

On at least a monthly basis or during each coordination meeting, the Contractor meets with the PM to review schedule status and determine the root cause of changes.

On an at least monthly basis or during each coordination meeting, the Contractor meets with the PM to update, or get a report on, progress against baseline in the schedule. This includes Actual Starts, Actuals Finishes, and Activity Progress. The PM or Contractor compares the most recent schedule to the prior schedule and identifies any significant risks or issues (e.g., activities that are progressing slower than expected).

Based on the requirement of the individual contract, the Contractor should also create a look-ahead schedule. Appendix 10.2b is an optional template that can be used for review during each meeting.

Depending on the contract, if the project is behind schedule the PM can request a Recovery Schedule from the contractor. Depending on the cause of the delays, the cost of the Recovery schedule will either be incurred by UAA or the contractor. The Recovery Schedule plan can either be rejected and the schedule end date extended or it can be accepted and the contract price adjusted, if applicable.