

ARC 226 Construction Scheduling

Chapter 3

Checklists, Daily To-do Lists, and Magnetic Scheduling Boards

Introduction

- Simple methods for scheduling
 - Can be used quite effectively
 - Often not covered when discussing scheduling methods
- Helps organize

Selecting a Scheduling System

- Purpose of the schedule
 - Force detailed thinking and planning for the project
 - Effectively communicate the plan to everyone involved
- The scheduling method depends on the size and complexity of the project
 - The contract may dictate the type of schedule and the reporting requirements
- The schedule is made for the person receiving it, not the person preparing it
 - Tailor the method for the party receiving it

Checklists

- Probably the most basic type of schedule
- May be used with other methods of scheduling
 - May be all that is needed for some projects
- Consist of a list of steps needs to accomplish a desired outcome
 - Helps make sure nothing is forgotten
 - Keep track of materials and equipment that may be needed
- Although simple, are still important and effective
 - Not having the correct equipment for a task

Automated Excel Checklists

- Use Excel checklists to keep track of multiple projects
 - Incorporate dates
 - Check off items as they are completed
 - Can have subsequent dates calculated automatically
 - Uses the WORKDAY function in Excel
 - See the sample on the book disk
 - May generate a sophisticated schedule, but not as rigorous as other methods

Daily Lists and Planners

- Prioritized list of tasks that need to be accomplished each day
 - Can be done at the end of each day or first thing in the morning
- List the activities for the particular day, prioritize them
 - Use a system of letters and numbers
 - A items are most important
 - 1 is the first item to be completed
 - The most important items get completed first
 - Not every item should be an “A1” item

Electronic Planners

- Electronic version of the to-do list
- Palm Pilot or other PDA
 - Schedule meetings
 - Keep track of contact info
 - Memos
 - Calculators
- Avoids cumbersome paperwork
- Backed up on a computer

Magnetic Scheduling Boards

- Metal-backed calendar with activity names and dates
- Shows which projects the crews are working on for a particular date
- All crew members must have access to the schedule location
- Any changes may cause all subsequent activities to necessitate a manual change

Conclusion

- The basic methods of scheduling can be used effectively, especially with other methods
 - Daily lists
- Keep the schedule as simple as possible but maintain the key purpose
 - Force detailed thinking and planning
 - Communicate that thinking and planning to everyone involved in the project