

Lot A Pull Planning Workshop Attendee playbook

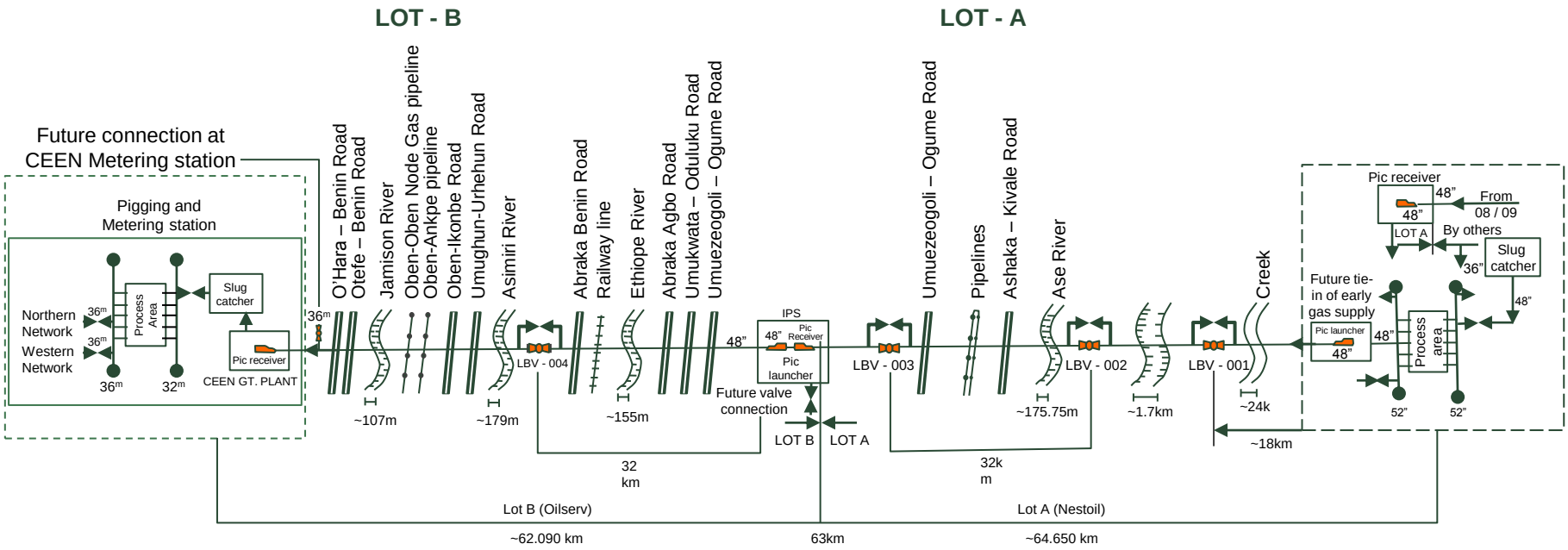
Name:

Company:

Role:

September 2014, Port Harcourt

OB3 schematic



Source: OB3 Task Force

Contents

Pull Planning Workshop will be held in 2 separate weeks

TENTATIVE

Required attendees

- **NNPC**
  - PMT
  - Construction superintendent
  - Scheduler / planner
  - Community liaison officer
- **Zishan / Hyprops**
  - PM
  - DPM
  - Scheduler / planner
- **Nestoil**
  - Construction manager
  - Project engineer
  - Scheduler / planner
  - Site manager
  - Community liaison officer
  - QA / QC manager
  - Site engineer

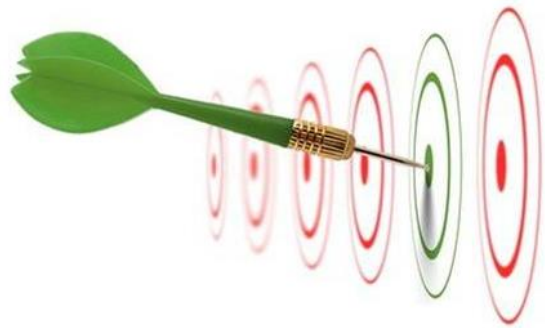
Agenda

	Day 1 10th Sept	Day 2 11th Sept
9:00	Introduction	Recap
10:00	Pull plan for 4 months (Lot A)	Look-ahead plan for 6 weeks (Lot A)
11:00		
12:00		Next steps in project governance (Lot A)
13:00	Lunch	Lunch
14:00	Pull plan for 4 months (Lot A)	
15:00		
16:00		
17:00		

Source: OB3 Task Force

Objectives for pull planning workshop

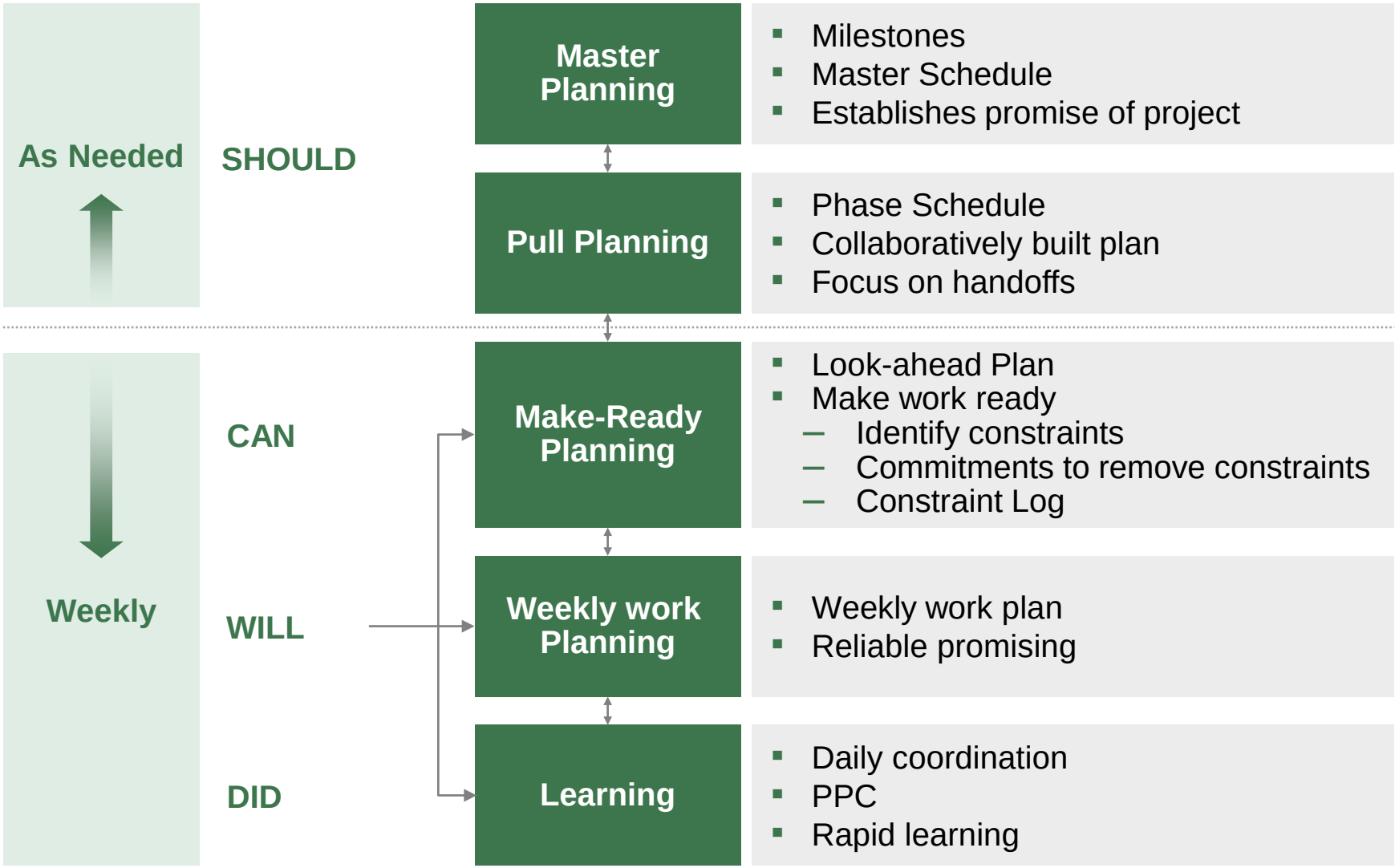
- **Align on OB3 project milestone and due dates** to be integrated with baseline schedule (at L2 level)
- **Create Lot A pull plan** for September, October, November and December (at L4 level) to establish a coordinated plan of action
- **Strengthen project governance** (e.g., improve interaction between PMT and EPCs/Consultant, introduce daily and weekly check-in calls)
- **Apply lean construction** to OB3 project management



Ground rules

- Turn off or **silence devices**
- **Leave “rank” at the door** and respect each other
- **Listen to each other** and have one conversation at a time
- Engage and **focus your attention**
- **Have fun!**

The Last Planner® System revolves around "Should-Can-Will-Did" planning



Creating and maintaining reliable workflow

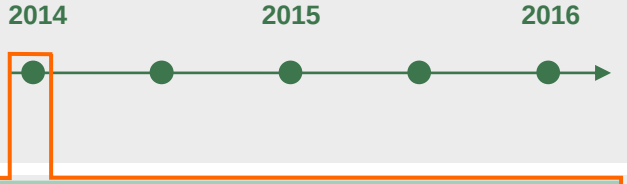
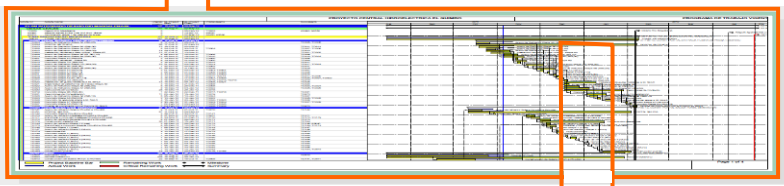
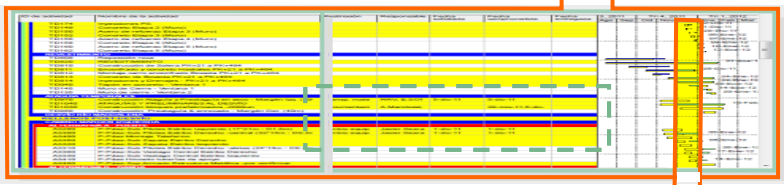
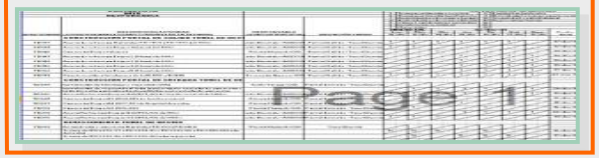
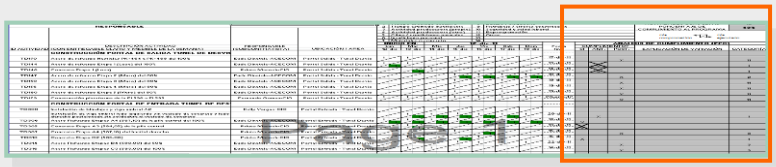
Source: McKinsey Capital Productivity practice

Last Planner methodology is based on milestones and details the work plans at several phases to enhance delivery

ILLUSTRATIVE

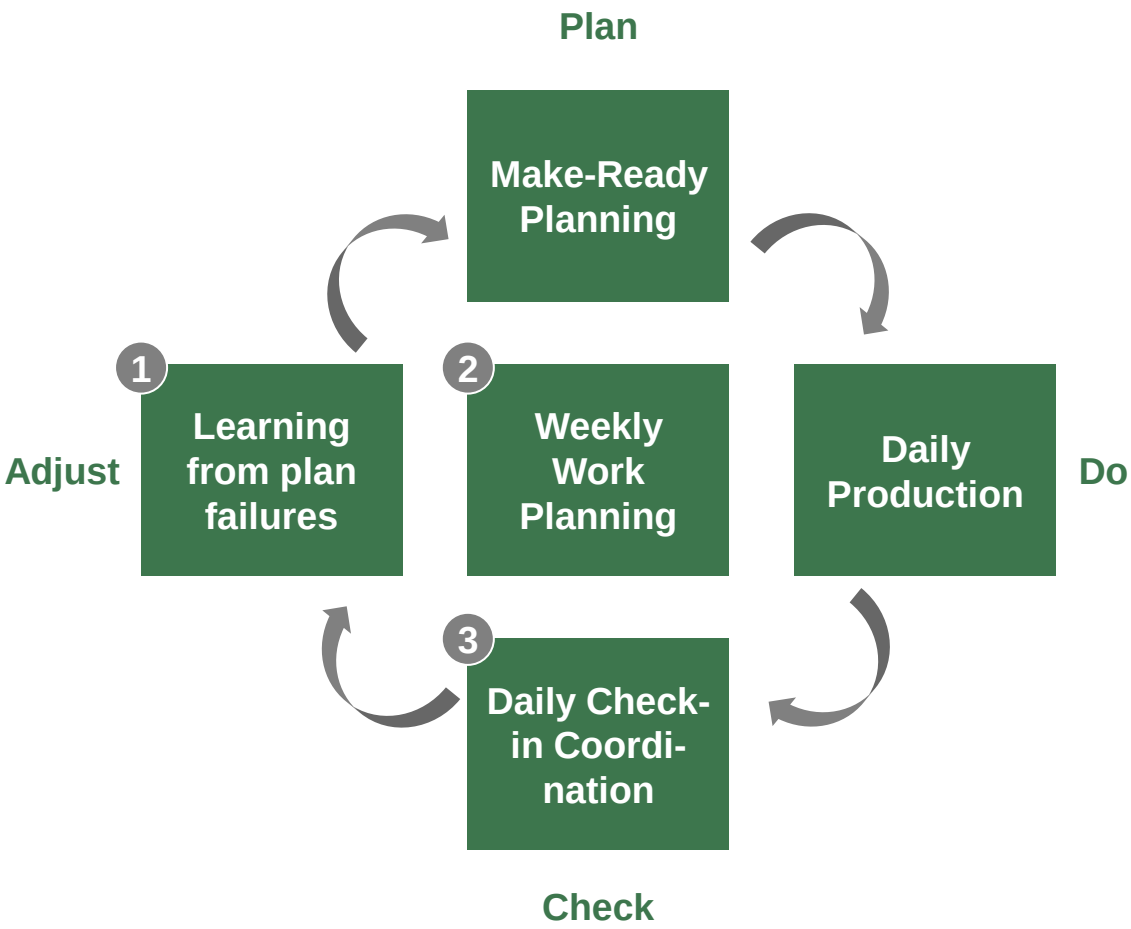
Expected output of the workshop

Expected output after the workshop

"Last Planner" phases	Examples of end product	
1 Master schedule preparation		▪ Provides alignment on **milestones** ▪ Develops the **master schedule** ▪ Establishes the **promise of the project**
2 Pull planning		▪ Provides a collaboratively built **work plan to achieve the next milestone,** which: – Includes a phase schedule – Focuses on handoffs
3 Look-ahead planning		▪ Identifies **pending constraints for the next 6 weeks' activities,** with assigned owners and deadlines for resolution ▪ Tracks information on progress to remove constraints in a **constraint log**
4 Weekly tasks planning		▪ **Maps activities, owners, and targets to the L4 level** for the week ahead, based on the pull plan ▪ Ensures **reliable promising**
5 Daily meetings		▪ Uses fields for each day given in the weekly task plan to **track daily compliance, deviation, and reasons for deviation** ▪ Monitors PPC to **ensure catch-up plan** is created **and crews coordinate** on interdependent activities
6 Tracking		

Source: McKinsey Capital Productivity practice

The weekly planning and execution cycle, based on the Last Planner System, ensures delivery and continuous improvement



1. Teams debrief formally (at the weekly work planning session and the daily check-ins) and informally to understand why activities fell behind and make plans to change behaviour

2. Last week's performance and the coming week's activities are outlined at the weekly planning session
   The weekly work planning session is also used to update the look-ahead plan

3. Activities and targets are confirmed at the morning check-in, while performance against targets and plans to catch-up are discussed in the evening

Source: McKinsey Capital Productivity practice

Last Planner combines the lean principles that are most relevant to a construction site

Lean principles	Last Planner approach
Specify value	Clearly lay out the conditions of satisfaction
Identify the value of stream	Develop the pull plan (start at the end and work backwards)
Create workflow	Develop **look ahead plans** to remove obstacles Develop **weekly & daily** plans to coordinate activities
Respond to the customer pull	Plan backwards & have the "customer" define what they need
Pursue perfection	Track performance by e.g., productivity (no. of bricks) and reliability (PPC) Root cause analysis, 5-why's, PDCA

- **Planning** is crucial to map and optimize workflow
- **Visual management** is key part of effective communication

Source: Lean Construction Institute

Contents

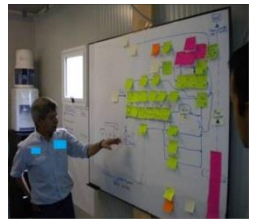
The pull plan is used to collaboratively create an integrated and coordinated schedule to achieve the next milestones

Key activities

Milestones programming through the *Pull Planning:*

- Workshop with the attendance of the project leaders (constructor and client) and of the parties directly responsible for executing every activity (instead of only the planners)
  - Engineering team
  - Subcontractors
  - Internal areas of the constructor
- Programming from the milestone to the present, starting from the last activity and continuing through all the predecessors

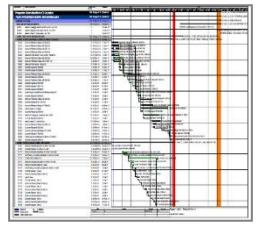
Addressed problems



- The work plan does not have all the activities for the milestone
- Unfeasible durations and delays arise
- Lack of clarity in the requirements for the milestone
- Lack of coordination between the participant areas

Key results

Integrated and committed work plans:



- The resulting work plan includes all the activities required for the compliance with the milestone
- Feasible durations for the activities are determined, by having the participation of the executors
- Potential delays are avoided through coordination

Benefits include:

- **Improved under-standing** of the project's milestones
- **Reduced uncertainty** and creation of a constant workflow
- **Renewed commitment** among participants
- A **coordinated work plan** is established between the specialties
- **Clarified milestones delivery dates**

Source: McKinsey Capital Productivity practice

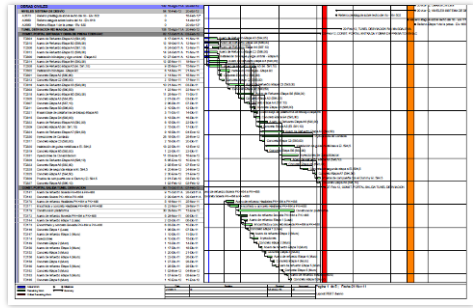
The pull planning session defines the required hand-offs between contractors to achieve the next milestone, detailing the master schedule

Pull planning session

Session dynamics

1. **Provide an overview of the next milestone,** and post it on the far right side of the timeline sheet
2. Have each trade (sub-contractor) fill a **post it for each required activity to achieve the milestone,** including name of the activity, duration, responsible person, input required, output expected, current constraints
3. **Work backwards from the milestone** towards the present, posting the required activities in the appropriate order according to the required hand-offs between trades
4. Do a **forward looking check** of the schedule to check its logic and ensure achieving the milestone; adjust the logic and/or durations if milestone is not achieved

End product

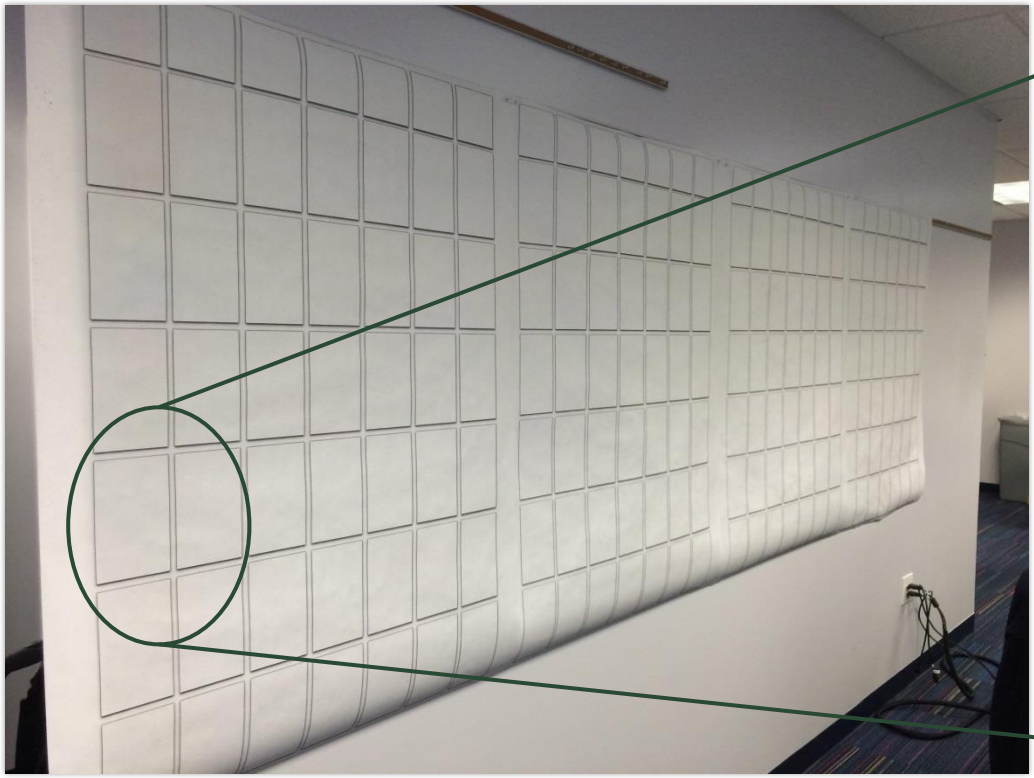


- Integrated and detailed plan for the next 4 months

Source: McKinsey Capital Productivity practice

How we will conduct the pull planning workshop

Pull Planning for the next 4 months



Template for each activity (L4 level)

Responsible	Customer
Personnel	Equipment
Deliverable	
Duration	Days
Handoff	
Constraints	

Source: McKinsey Capital Productivity practice

Contents

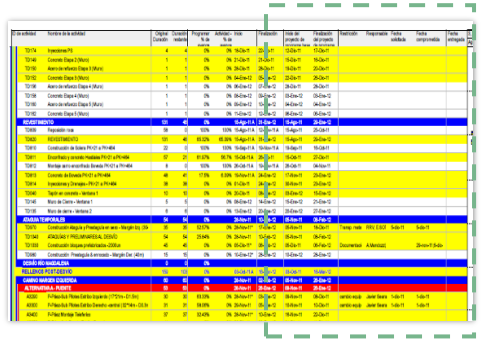
The look ahead plan ensures feasibility of executing future activities by identifying and addressing constraints 6 weeks in advance

Six week look-ahead planning session

Session dynamics

1. **Filter the activities starting during the upcoming 6 weeks** or currently in execution from the pull planning schedule; this is the look ahead plan
2. Start with the activities **beginning in week 6:**
   - Identify all its constraints for timely execution (i.e., pre-construction work)
   - Assign a responsible and deadline for removing the constraint
3. For **activities starting in week five to week two** that have constraint identified, track the constraint removal progress with the assigned responsible
4. For **each activity starting in week one have a detailed discussion** (WWP session to explain next); they should all be constraint free

End product



- Identified restrictions for the activities starting in following 6 weeks, with assigned owner and deadline for removal

Source: McKinsey Capital Productivity practice

As part of the look-ahead plan, a constraint log is created to track constraints, commitments to resolve, and progress toward resolution

#	Impacted activity	Constraint description	Responsible org or individual	Date identified	Date requested	Date promised	Date resolved	Comment history
80	CPAA21200 - Flush & test boiler	Disposal of used building flush water	AWCJV - Gary Fish	6/22/2010	…	6/29/2010	…	▪ 062510: Building flush plan approved, but disposal of water is still in question ▪ 062910: Meeting to be held on 6/30 to resolve issue ▪ 070610: Pending approved pricing ▪ 071310: Pricing issue resolved. Pending agreement on where to dump water. Joe Kitching has a meeting scheduled for today to resolve
84	TB0203440 - Terminal Low Roof	Missing steel beam at roof hatch on Stair 2	AWCJV - Tiffany Higdon	6/29/2010	7/6/2010	…	7/12/2010	▪ 062910: Tiffany trying to expedite beam so as not to impact roofing start next week ▪ 070610: RFI will be issued today ▪ 071210: Closed - RFI 1659 answered
90	PBCAO574O - Insert & sleeve for RVVL's - Core 'A' - Level 2	BMC RFI #91 - RWL routing at Core A	AWCJV - Patricia Solorzano	6/29/2010	…	…	…	▪ 070610: Patricia to provide AWCJV RF#. ▪ 071310: Pending RFI 1670.
92	TTBAA32570 – Install handrails at Core B	Handrails @ cores – aaproval needed from Corgan	SCAS – John Mares, AWCJV – Ryan Crawford	7/6/2010	…	…	…	▪ 070610: Corgan is trying to come up with a design that will put the cost of the handrails within the GMP. ▪ 071310: A new DCN, expected on 7/22, should resolve this issue.

Source: McKinsey Capital Productivity practice

Using the constraint log

- The constraint log helps the team **manage the make-ready planning process,** in conjunction with the 6-week look-ahead plan
- A constraint is **any information, material, equipment or resource that is needed to start and/or complete a specific task** on the project **except prerequisite work** which is shown on the plan/schedule – a constraint is a **foreseeable blocker** to progress
- Make-ready planning consists of two specific planning activities: **(1) identifying constraints** and **(2) obtaining commitments from individuals to remove the constraints**

Checklist for look-ahead planning

- A separate **constraint log should be established for each phase plan** ☐
- The sliding **6-week look ahead plan should be the focus** of make-ready planning; constraints identified for activities that fall beyond the 6-week window are okay but need to be tied to a plan/schedule activity ☐
- All **constraints must be tied back to the activity** or activities in the look ahead plan that will be directly impacted ☐
- The **"Date requested"** is that point in time by which if the constraint hasn't been removed **there will be a delay** to the project or significant re-planning will be required ☐
- The **"Date promised"** is that point in time that the **responsible individual has committed** to have resolved the issue ☐
- Log must be **kept up to date continuously** and reviewed by project managers at least weekly ☐

Checklist for completing the constraint log

- Is **each entry tied to an activity** or activities on the phase plan? ☐
- Has the **"Date requested"** been established? ☐
- Has an individual committed to remove constraint and if so is there a **"Date promised"?** ☐
- If "Date promised" is after "Date requested," what have you **changed in the plan to accommodate the discrepancy?** ☐
- If constraint hasn't been relieved by "Date promised," what **follow-up action** have you taken to get a new commitment and what re-planning have you done to adjust to this new reality? ☐
- **Comparing the "Date identified" with the "Date requested"** will give an indication of how well the make-ready process is working ☐
  - Ideally, you want to identify constraints during the first week that the activity shows up on the look ahead plan
  - "Date identified" should be >5 to 6 weeks ahead of "Date requested;" if these two dates are close, it means that constraints are being identified just prior to when they need to be relieved, leaving little time to resolve

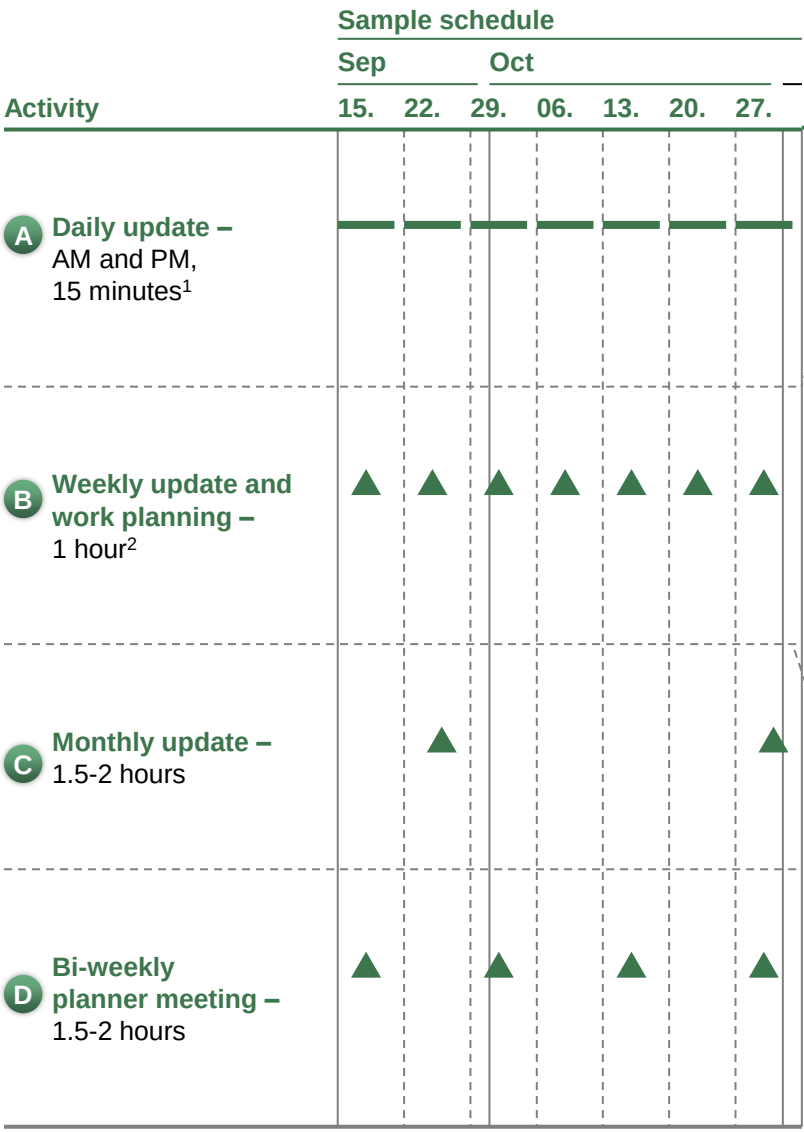
Source: McKinsey Capital Productivity practice

Contents

A set of four performance review meetings will be used to update the work plans and monitor progress

ILLUSTRATIVE

Interaction with work plans



Activity	Purpose	Attendees
A Daily update – AM and PM, 15 minutes[1]	▪ **Clarify daily tasks** and owners ▪ **Identify issues** and risks ▪ Provide concrete **course correction** to off-track items ▪ **Daily sections of weekly work plan** are filled out	▪ NNPC DPM and CS ▪ EPC CM and site manager ▪ Consultant PM and CM ▪ Heads of relevant EPC work-streams (e.g., Stringing team lead when stringing is ongoing)
B Weekly update and work planning – 1 hour[2]	▪ Discuss **progress against past week's work plan** ▪ Create **work plan for the coming week,** ensuring no constraints ▪ **Identify issues** and risks ▪ Provide higher-level **course correction** to off-track items ▪ **Review look-ahead plan** and add next week ▪ **Past and coming week's work plans** are filled out, **look-ahead plan is updated**	▪ NNPC PM, DPM, and CS ▪ EPC PM, CM, and site manager ▪ NNPC Consultant and EPC planners ▪ Relevant EPC functional heads (e.g., Head of Procurement in week with procurement issues)
C Monthly update – 1.5-2 hours	▪ **Share information** on progress with senior leaders ▪ **Escalate issues** as needed ▪ **Relies on pull plan, look-ahead plan,** and **weekly work plans**	▪ NNPC PM and DPM ▪ EPC PM and CM ▪ NNPC Consultant and EPC planners
D Bi-weekly planner meeting – 1.5-2 hours	▪ Review bi-weekly **progress against all work plans** ▪ **Confirm updates** to master schedule, pull plan, and look-ahead plan as needed	▪ EPC and NNPC planners

Planners should also update master schedule, pull plan, and look-ahead plan on a weekly basis

1 In addition to daily check-in and check-out meetings held within crews
2 May extend to 1.5hours initially

Source: OB3 Task Force

A The daily update tracks compliance to the schedule and analyses reasons for deviations and recovery actions during week

Daily update

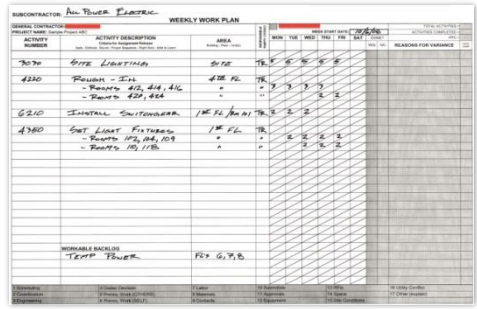
Morning check-in

- Review of previous day's activities and **progress against targets**
- Align on **work plan for the day**

Afternoon check-out

- Review of the day's activities and **progress against targets**
- Where targets have not been met, discussion of why and **creation of recovery plan** for the week
- If needed, **discussion of potential continuing issues** from previous day and tactical solutions

End product



- **Daily section of weekly work plan** filled out and circulated to planners and others on the team
- If needed, **daily recovery plan** created within the crew and escalated as needed

Source: McKinsey Capital Productivity practice

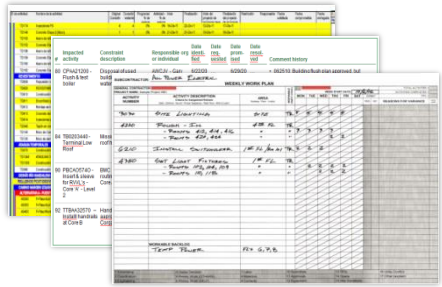
B The weekly update obtains daily delivery and manpower commitments from each group, and analyses performance against targets

Weekly update and work planning session

Session dynamics

1. Prior to the meeting, each team lead will **fill the weekly work plan template for the next week,** ensuring that there are no identified constraints on planned activities
2. During the meeting, the **next week's template is shared** with the team, and adjusted if necessary, in order to coordinate the activities of each trade
3. Subsequently, **progress against the last week's weekly work plans is presented,** root causes of deviations on the plan are identified, and corrective actions are proposed and assigned
4. **Issues and constraints for the next six weeks are discussed** and plan for solving these issues and constraints in presented, using the constraint log
5. **The look-ahead plan is updated** with an additional week, ensuring the total is always six weeks
6. After the meeting, the **EPC and NNPC planners update the look-ahead plan** and, if needed, the master schedule and pull plan

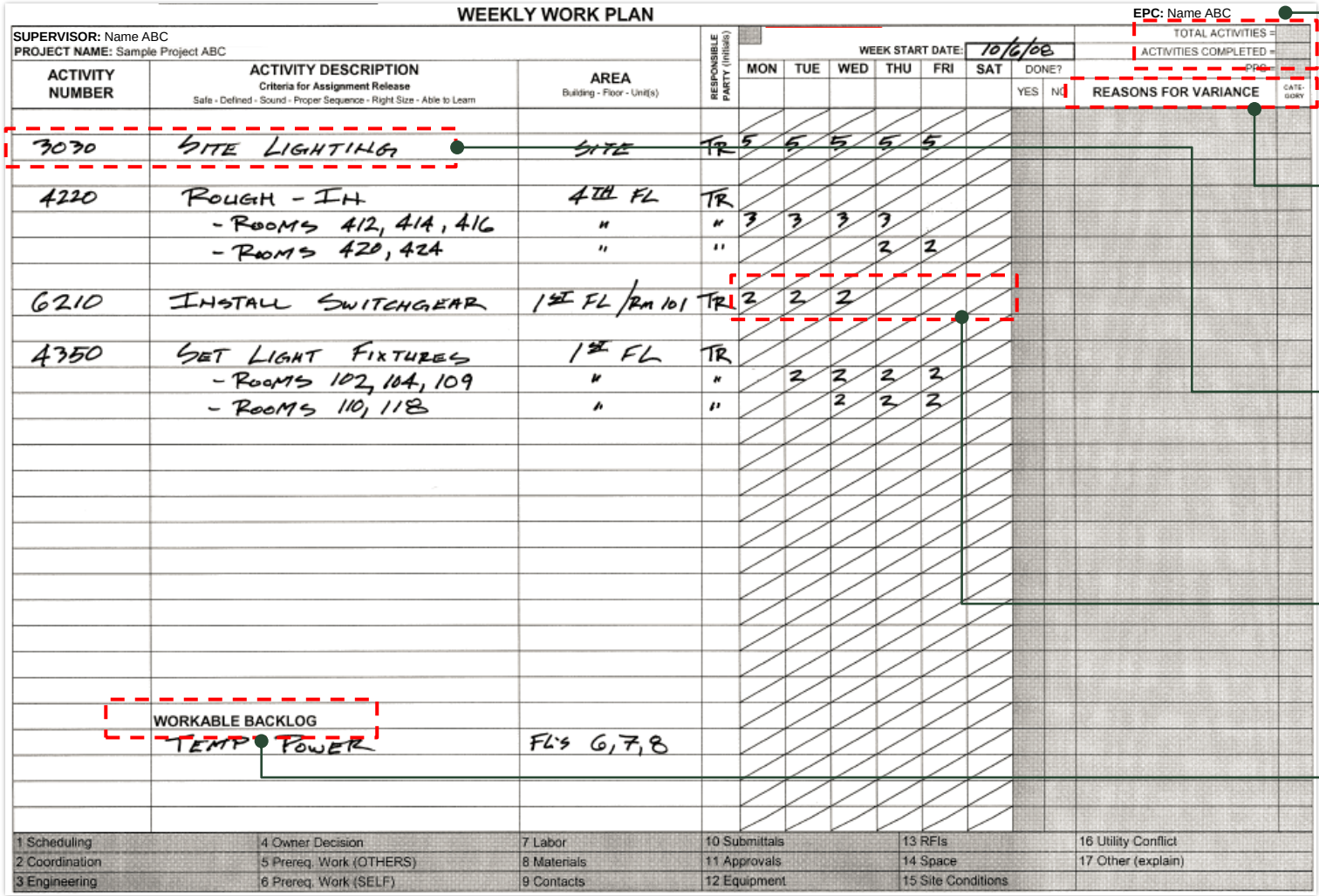
End product



- **Weekly work plan from last week** filled with actual execution information and reasons for deviation
- **Weekly work plan for next week** filled by each team
- **Root cause analysis** on high impact deviations, and **corrective actions** defined
- **Look-ahead plan and constraint log** are updated for the next week

Source: McKinsey Capital Productivity practice

B Progress toward the weekly work plan is updated each day, eliminating duplication of effort and increasing visibility



WEEKLY WORK PLAN

SUPERVISOR: Name ABC
PROJECT NAME: Sample Project ABC

EPC: Name ABC
TOTAL ACTIVITIES =
ACTIVITIES COMPLETED =
PPC =

WEEK START DATE: 10/6/08

ACTIVITY NUMBER	ACTIVITY DESCRIPTION (Criteria for Assignment Release: Safe - Defined - Sound - Proper Sequence - Right Size - Able to Learn)	AREA (Building - Floor - Unit(s))	RESPONSIBLE PARTY (Initials)	MON	TUE	WED	THU	FRI	SAT	DONE? YES	DONE? NO	REASONS FOR VARIANCE	CATEGORY
3030	SITE LIGHTING	SITE	TR	5	5	5	5	5					
4220	ROUGH - IN	4TH FL	TR										
	- ROOMS 412, 414, 416	"	"	3	3	3	3						
	- ROOMS 420, 424	"	"				2	2					
6210	INSTALL SWITCHGEAR	1ST FL /RM 101	TR	2	2	2							
4350	SET LIGHT FIXTURES	1ST FL	TR										
	- ROOMS 102, 104, 109	"	"		2	2	2	2					
	- ROOMS 110, 118	"	"			2	2	2					
	WORKABLE BACKLOG												
	TEMP POWER	FL's 6, 7, 8											

1 Scheduling	4 Owner Decision	7 Labor	10 Submittals	13 RFIs	16 Utility Conflict
2 Coordination	5 Prereq. Work (OTHERS)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Prereq. Work (SELF)	9 Contacts	12 Equipment	15 Site Conditions	

Percentage of plan complete (PPC) is tracked for the week

Reasons for variance from plan are clearly explained

Each entry is linked to an activity number and description matching the pull plan, to ensure all path dependent activities are completed

Progress is tracked daily, with targets in the upper left and progress in the bottom right

Work not completed on-track for the week is listed in the backlog, with discussion on how to resolve

Source: McKinsey Capital Productivity practice

B The weekly work plan template has been tested in multiple lean construction projects and is a proven tool

- **Eliminates duplication of effort** – daily progress is tracked on the weekly work plan, removing the need for separate daily and weekly trackers
- **Increases transparency** – provides critical information in an **easy-to-interpret format,** ensuring that all parties understand activities, targets, and progress
- **Encourages planning for catch-up within week** – daily variance and percentage plan complete (PPC) are tracked (target PPC of 85%), allowing discussion of how to catch up through overtime or weekend work, rather than adding work to the next week
- **Provides a standard template** – can be easily used by all teams for all activities (e.g., does not specify categories that may not be applicable to all teams or may become irrelevant as tasks are completed)

Source: McKinsey Capital Productivity practice

B Checklist for weekly work plan (1/2)

The purpose of the weekly work plan (WWP) is to **specify the tasks that are planned to be accomplished during the next week** and on which days, to **make workflow more predictable**

The unit of work on the WWP is the task, which has following specifics:

- **What will be done,** e.g. stringing
- **Where it will be done,** e.g. KP 55.65 – KP 53.40
- **When it will be done,** e.g. Monday, Tuesday and Wednesday
- **Who will do it,** e.g. Tunde Akinsola

Checklist for ensuring compliance with work planning conventions

- ❑ The task (what will be done) duration must be **6 days or fewer** and have a **clear location,** otherwise it is difficult to know if the necessary work got done that week
  - **Good task:** Stringing from KP 55.65 to KP 53.40 (Mon, Tue, Wed) – at the end of shift on Wednesday it is **easy to determine whether the work got done or not**
  - **Bad task:** Stringing on Lot A (Mon, Tue, Wed, Thur, Fri) – at the end of shift on Friday, how will you know if the crew is where they need to be?
- ❑ Be on the **lookout for words such as "ongoing,"** "begin," or "continue" – these indicate ill-defined tasks that are difficult to monitor
- ❑ Is there any task on the WWP that **cannot be finished because of a known constraint?** If so, what is the rationale for starting the task if it can't be finished?
- ❑ Are there **tasks on the WWP do not fall under an activity on the 6-week look-ahead plan?**
- ❑ Are there **activities on the look-ahead plan scheduled for this week, constraint-free and not on the WWP?** If so, why aren't they on the WWP?
- ❑ Is identified **workable backlog really workable backlog?** i.e. can be done but doesn't have to be done right now and will not adversely affect other trades?
- ❑ Where delays are encountered, are the **mitigation strategies feasible?**
- ❑ Are WWPs **organized by area?**

SOURCE: McKinsey Capital Productivity practice

B Checklist for weekly work plan (2/2)

Not shown in illustrative sample; see template in back of booklet

Checklist for ensuring the form is complete

- ❑ Add **"EPC," "Supervisor,"** and **"Project name"** headings
- ❑ The **"Activity description"** headings come directly from the 6 week look-ahead plan
  - ❑ Add more detail to an activity by breaking it into sub-assignments, which should always refer to an existing activity in the look-ahead plan
  - ❑ Be sure to include the activity code from the master schedule
- ❑ List the name of the responsible individual in the **"Responsible party"** column (this should be the foreman or superintendent if the superintendent is on site full time)
- ❑ Use the **daily cell** ("Mon," "Tues," etc.) to indicate the planned (top-left hand of the cell) and the actual daily progress (bottom-right of the cell)
- ❑ The activities to be listed as **"Workable backlog"** should not have any resources assigned; activities under **"Workable backlog"** do not count when calculating PPC
- ❑ The **"HSE observations"** section is to be filled with any HSE incidents or potential improvements
- ❑ The **"Mitigation strategy"** page is to be filled only for activities with delays; for these:
  - ❑ Fill out **"Activity number"** and other details as usual
  - ❑ In the **"Mitigation strategy"** column, describe the plan to catch up on the delayed activity
  - ❑ In the **daily cell** ("Mon," "Tues," etc.), mark with an **"X"** if mitigation was attempted / progressed on that day; if not, leave blank
- ❑ During the daily check in sessions:
  - ❑ In the **"Done"** column, **"Yes"** and **"No"** are counted to calculate PPC
  - ❑ The bottom of the page gives categories of variance, with numbers reflecting the type of variance (non-completion of activities) – the number should be entered under the **"Category"** column
  - ❑ Make sure to record the **"Reasons for variance"** in the appropriate column

SOURCE: McKinsey Capital Productivity practice

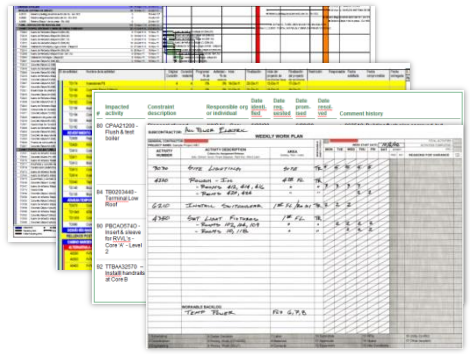
C The monthly update is for senior stakeholders to track the progress of work and resolve key issues

Monthly update

Session dynamics

1. Prior to the meeting, EPCs **collect and analyze** the previous weeks' weekly plans, the look-ahead plan, and the pull plan
2. During the meeting, **senior stakeholders are updated** on the progress of work
3. **Issues and constraints are escalated** to the senior level as needed
4. At the end of the meeting, the group **agrees on the plan for the next month**

Relies upon



- **Weekly work plans**
- **Look-ahead plan**
- **Constraint log**
- **Pull plan**

Source: McKinsey Capital Productivity practice

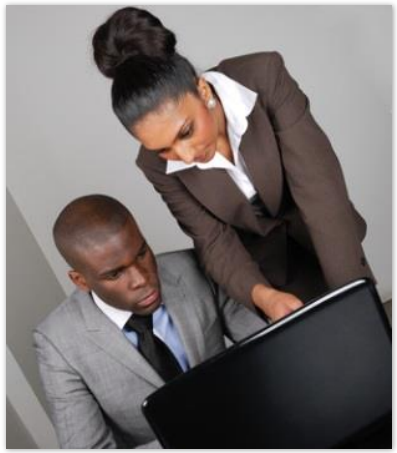
D The planner meeting is to update the master schedule, pull plan, and look-ahead plan as needed

Planner meeting

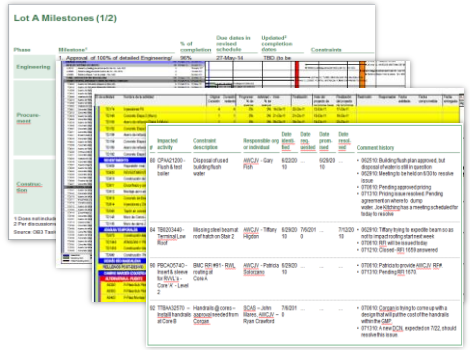
Session dynamics

1. Based on the results of weekly and monthly updates, planners from NNPC, EPC, and Consultant meet to **discuss the changes needed to master schedule (milestones)**

2. Then the master is schedule is updated and **further necessary changes to pull plan and look-ahead plan are made**



End product



- **Master schedule**
- **Pull plan**
- **Look-ahead plan**
- **Constraint log**

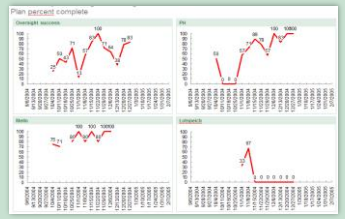
Source: McKinsey Capital Productivity practice

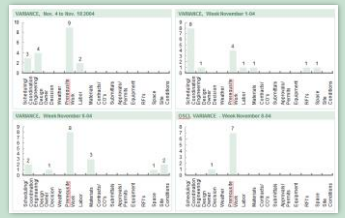
The planning process must be monitored with a robust set of KPIs, which track the project's execution in time and cost

ILLUSTRATIVE

Focus of OB3 management

Category	Objective / description	Example KPI and illustrative dashboards
Time execution	▪ Provide a comprehensive view of the **progress, delays, and adherence to execution of each work plan** as compared to the pull plan and master schedule	▪ **Percentage of plan complete (PPC):** measures the proportion of planned activities for each week that were completed according to target (i.e., on original date with planned resources) ▪ **Variance analysis:** assesses the weekly instances of variance over time, and the most frequent causes
Cost execution	▪ Monitor the **budget execution within each contract / work-stream,** and forecast the expected total cost and deviations versus the original budget	▪ **For each cost item of the project's budget:** – Initial budget – Executed budget – Forecasted total budget – Deviation reasons





Source: McKinsey Capital Productivity practice

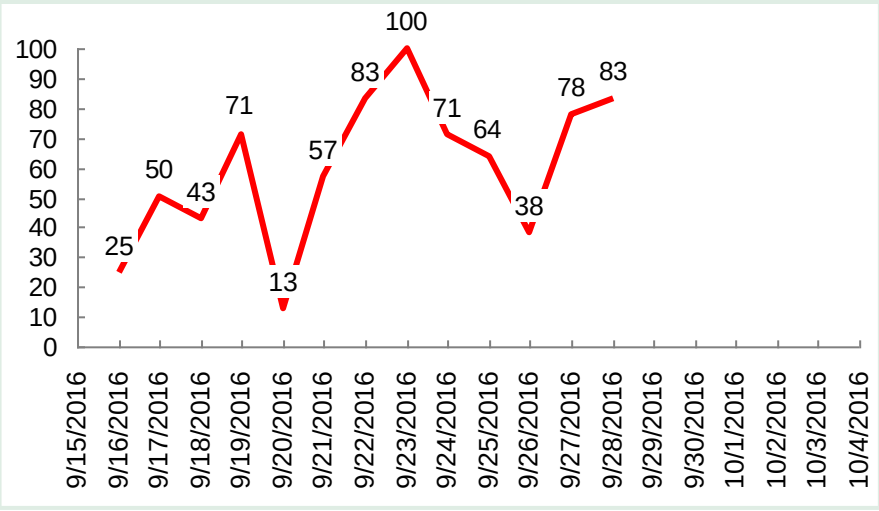
29

Completion against targets is tracked over time by measuring percentage of plan complete (PPC)

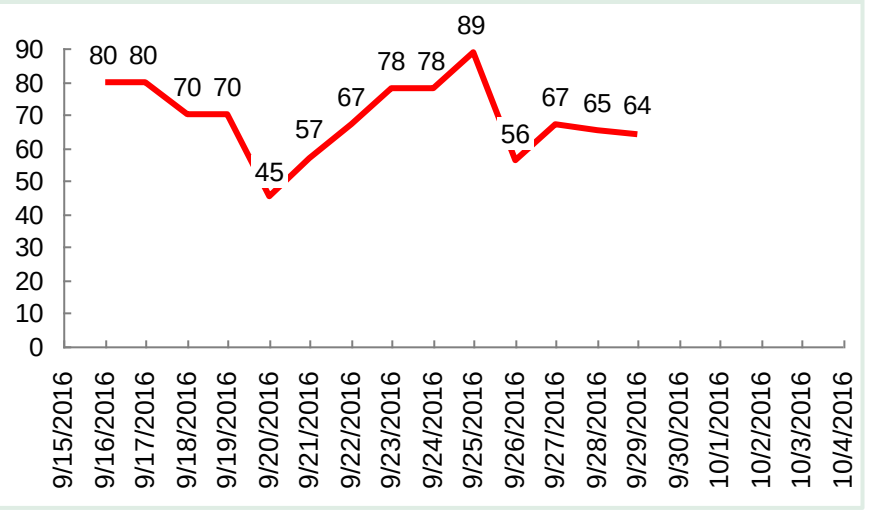
ILLUSTRATIVE

Percentage of plan complete

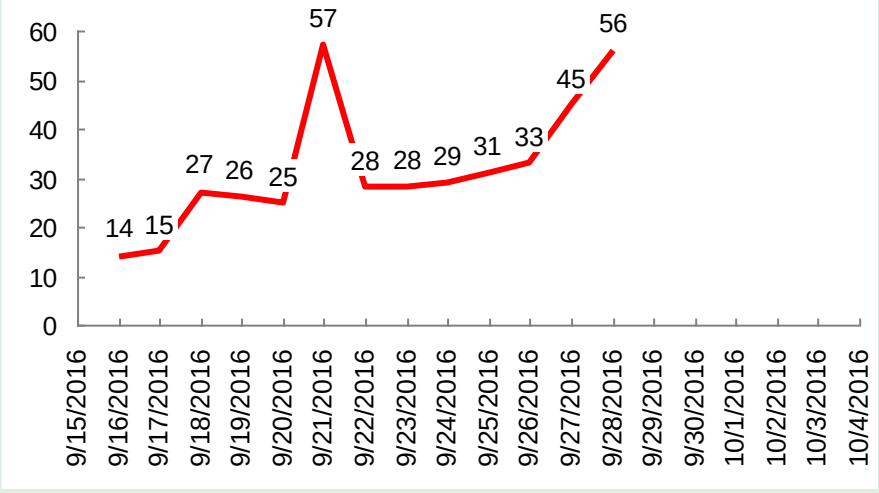
Activity 1



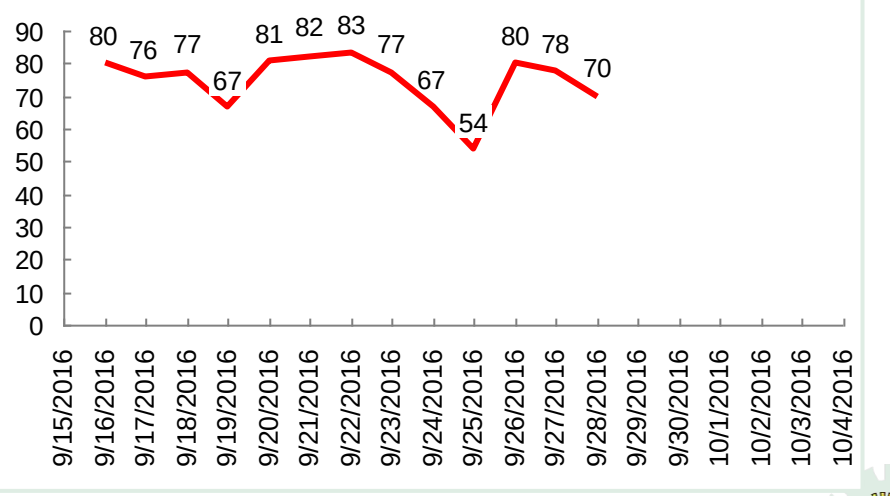
Activity 2



Activity 3



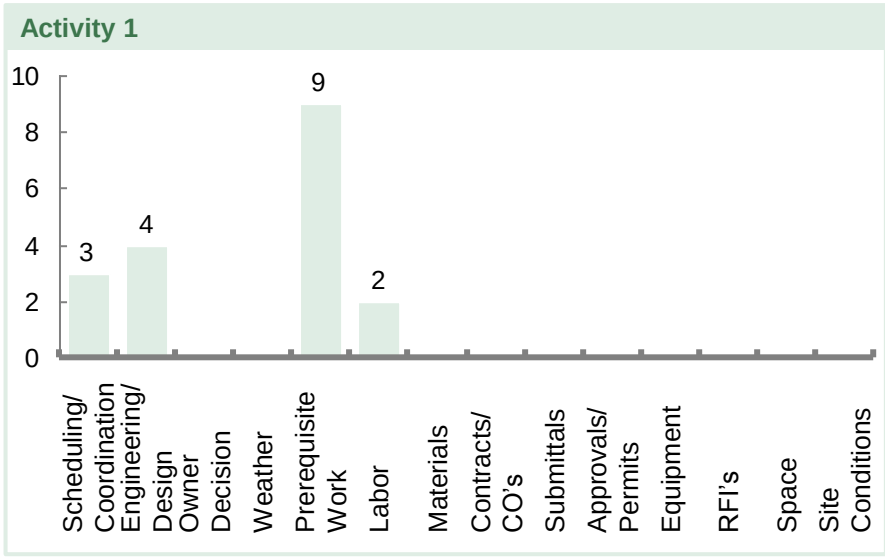
Activity 4

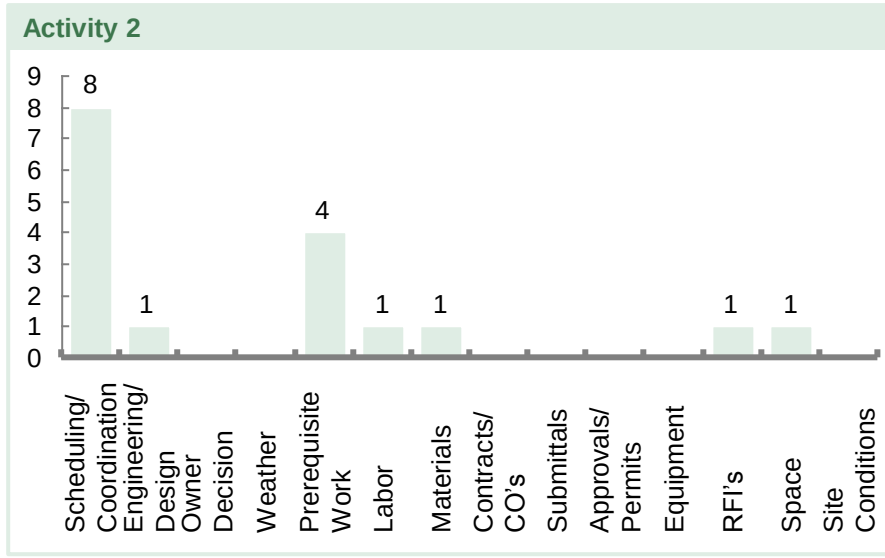


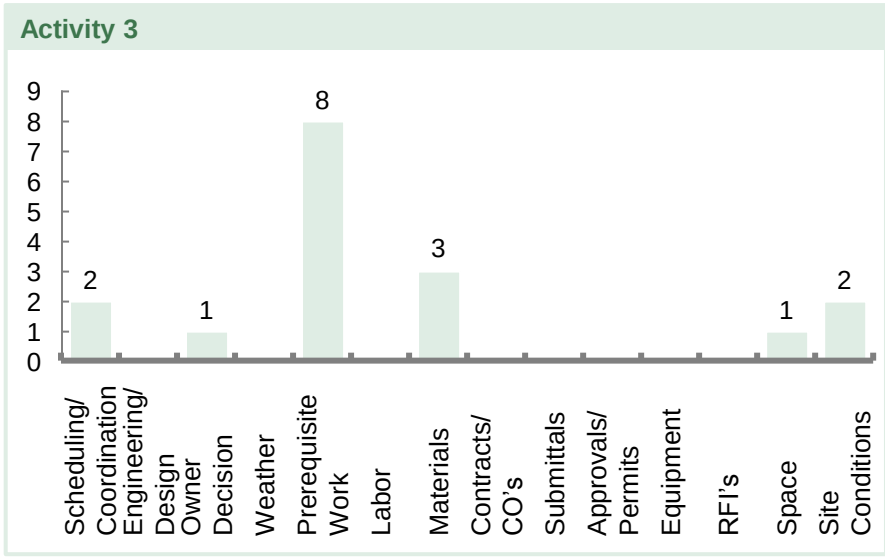
SOURCE: McKinsey Capital Productivity practice

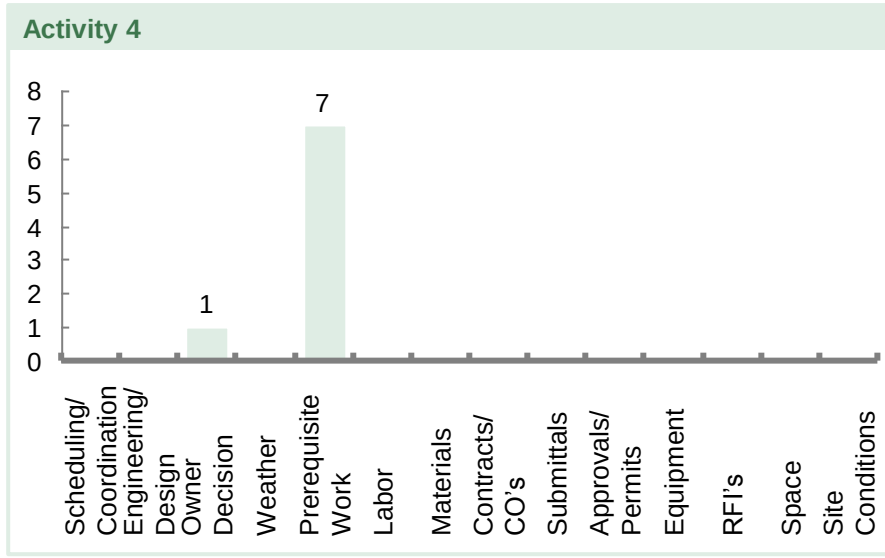
Deviation from schedule is compared over time using a weekly variance tracker

ILLUSTRATIVE









SOURCE: McKinsey Capital Productivity practice

Contents

Weekly work plan (1/3) – 09/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 09/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
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Weekly work plan (3/3) – 09/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
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3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 09/22/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 09/22/2014

EPC: _____

Supervisor: Project name:				Planned / Actual			Week start date:			Total activities =			
										Activities completed =			
Activity number	Activity description	Area Building, floor, Unit(s)	Respon-sible party (Initials)	Mon	Tue	Wed	Thu	Fri	Sat	Done?		PPC =	
										Yes	No	Reasons for variance	Category
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 09/22/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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Weekly work plan (1/3) – 09/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**PPC =**	
										Done?	
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 09/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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	HSE observations												

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Weekly work plan (3/3) – 09/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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Weekly work plan (1/3) – 10/06/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

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Weekly work plan (2/3) – 10/06/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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Weekly work plan (3/3) – 10/06/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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Weekly work plan (1/3) – 10/13/2014

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Weekly work plan (2/3) – 10/13/2014

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Weekly work plan (3/3) – 10/13/2014

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Weekly work plan (1/3) – 10/20/2014

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Weekly work plan (3/3) – 10/27/2014

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Weekly work plan (1/3) – 11/03/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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Weekly work plan (2/3) – 11/03/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
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Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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Weekly work plan (3/3) – 11/03/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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Weekly work plan (1/3) – 11/10/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 11/10/2014

EPC: _____

Supervisor: Project name:				Planned / Actual			Week start date:			Total activities =			
										Activities completed =			
Activity number	Activity description	Area Building, floor, Unit(s)	Respon-sible party (Initials)	Mon	Tue	Wed	Thu	Fri	Sat	Done?		PPC =	
										Yes	No	Reasons for variance	Category
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 11/10/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 11/17/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 11/17/2014

EPC: _____

Supervisor: Project name:				Planned / Actual			Week start date:			Total activities =			
										Activities completed =			
Activity number	Activity description	Area Building, floor, Unit(s)	Respon-sible party (Initials)	Mon	Tue	Wed	Thu	Fri	Sat	Done?		PPC =	
										Yes	No	Reasons for variance	Category
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 11/17/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 11/24/2014

EPC: _____

Supervisor: Project name:				Planned / Actual			Week start date:			Total activities =			
										Activities completed =			
Activity number	Activity description	Area Building, floor, Unit(s)	Respon-sible party (Initials)	Mon	Tue	Wed	Thu	Fri	Sat	Done?		PPC =	
										Yes	No	Reasons for variance	Category

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 11/24/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 11/24/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 12/01/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 12/01/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
										Yes	**No**	**Reasons for variance**	**Category**
	Workable backlog												
	HSE observations												

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 12/01/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 12/08/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**				**Total activities =**	
											Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**	
										Yes / **No**	**Reasons for variance**	**Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 12/08/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**				**Total activities =**	
											Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**	
										Yes / **No**	**Reasons for variance**	**Category**
	Workable backlog											
	HSE observations											

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (3/3) – 12/08/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**PPC =**	
										Done?	
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 12/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**PPC =**	
										Done?	
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 12/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**				**Total activities =**	
											Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**	
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	Workable backlog											
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1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
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Weekly work plan (3/3) – 12/15/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 12/22/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**							**Total activities =**			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**Activities completed =**		
												PPC =		
										Yes	**No**	**Reasons for variance**	**Category**	

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 12/22/2014

EPC: _____

Supervisor: Project name:				Planned / Actual			Week start date:			Total activities =			
										Activities completed =			
Activity number	Activity description	Area Building, floor, Unit(s)	Respon-sible party (Initials)	Mon	Tue	Wed	Thu	Fri	Sat	Done?		PPC =	
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Weekly work plan (3/3) – 12/22/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**PPC =**	
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1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (1/3) – 12/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
										Activities completed =	
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
										Yes / **No**	**Reasons for variance** / **Category**

1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
2 Coordination	5 Pereq. work (others)	8 Materials	11 Approvals	14 Space	17 Other (explain)
3 Engineering	6 Pereq. work (self)	9 Contacts	12 Equipment	15 Site conditions	

Weekly work plan (2/3) – 12/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual — **Week start date:**						**Total activities =**			
										Activities completed =			
Activity number	**Activity description**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**		**PPC =**	
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1 Scheduling	4 Owner decision	7 Labour	10 Submittals	13 RFIs	16 Utility conflict
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Weekly work plan (3/3) – 12/29/2014

EPC: _____

Supervisor: **Project name:**				Planned / Actual			**Week start date:**			**Total activities =**	
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Activity number	**Mitigation strategy**	**Area** Building, floor, Unit(s)	**Respon-sible party** (Initials)	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Done?**	**PPC =**
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Contents

Constraint log

Week: 09/15/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 09/22/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 09/29/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 10/06/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 10/13/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 10/20/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 10/27/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 11/03/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 11/10/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 11/17/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 11/24/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 12/01/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 12/08/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 12/15/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 12/22/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Constraint log

Week: 12/29/2014 Contractor: _____ Supervisor: _____

#	Impacted activity	Constraint description	Responsible org or individual	Date identi-fied	Date req-uested	Date prom-ised	Date resol-ved	Comment history

Contents

Continuous improvement journal – September (1/5)

	Process	Observation	Potential improvement and next steps
15/09/2014			
16/09/2014			
17/09/2014			

Continuous improvement journal – September (2/5)

	Process	Observation	Potential improvement and next steps
18/09/2014			
19/09/2014			
20/09/2014			

Continuous improvement journal – September (3/5)

	Process	Observation	Potential improvement and next steps
22/09/2014			
23/09/2014			
24/09/2014			

Continuous improvement journal – September (4/5)

	Process	Observation	Potential improvement and next steps
25/09/2014			
26/09/2014			
27/09/2014			

Continuous improvement journal – September (5/5), October (1/11)

	Process	Observation	Potential improvement and next steps
29/09/2014			
30/09/2014			
01/10/2014			

Continuous improvement journal – October (2/11)

	Process	Observation	Potential improvement and next steps
02/10/2014			
03/10/2014			
04/10/2014			

Continuous improvement journal – October (3/11)

	Process	Observation	Potential improvement and next steps
06/10/2014			
07/10/2014			
08/10/2014			

Continuous improvement journal – October (4/11)

	Process	Observation	Potential improvement and next steps
09/10/2014			
10/10/2014			
11/10/2014			

Continuous improvement journal – October (5/11)

	Process	Observation	Potential improvement and next steps
13/10/2014			
14/10/2014			
15/10/2014			

Continuous improvement journal – October (6/11)

	Process	Observation	Potential improvement and next steps
16/10/2014			
17/10/2014			
18/10/2014			

Continuous improvement journal – October (7/11)

	Process	Observation	Potential improvement and next steps
20/10/2014			
21/10/2014			
22/10/2014			

Continuous improvement journal – October (8/11)

	Process	Observation	Potential improvement and next steps
23/10/2014			
24/10/2014			
25/10/2014			

Continuous improvement journal – October (9/11)

	Process	Observation	Potential improvement and next steps
23/10/2014			
24/10/2014			
25/10/2014			

Continuous improvement journal – October (10/11)

	Process	Observation	Potential improvement and next steps
27/10/2014			
28/10/2014			
29/10/2014			

Continuous improvement journal – October (11/11), November (1/10)

	Process	Observation	Potential improvement and next steps
30/10/2014			
31/10/2014			
01/11/2014			

Continuous improvement journal – November (2/10)

	Process	Observation	Potential improvement and next steps
03/11/2014			
04/11/2014			
05/11/2014			

Continuous improvement journal – November (3/10)

	Process	Observation	Potential improvement and next steps
06/11/2014			
07/11/2014			
08/11/2014			

Continuous improvement journal – November (4/10)

	Process	Observation	Potential improvement and next steps
10/11/2014			
11/11/2014			
12/11/2014			

Continuous improvement journal – November (5/10)

	Process	Observation	Potential improvement and next steps
13/11/2014			
14/11/2014			
15/11/2014			

Continuous improvement journal – November (6/10)

	Process	Observation	Potential improvement and next steps
17/11/2014			
18/11/2014			
19/11/2014			

Continuous improvement journal – November (7/10)

	Process	Observation	Potential improvement and next steps
20/11/2014			
21/11/2014			
22/11/2014			

Continuous improvement journal – November (8/10)

	Process	Observation	Potential improvement and next steps
24/11/2014			
25/11/2014			
26/11/2014			

Continuous improvement journal – November (9/10)

	Process	Observation	Potential improvement and next steps
27/11/2014			
28/11/2014			
29/11/2014			

Continuous improvement journal – November (10/10)

	Process	Observation	Potential improvement and next steps
27/11/2014			
28/11/2014			
29/11/2014			

Continuous improvement journal – December (1/9)

	Process	Observation	Potential improvement and next steps
01/12/2014			
02/12/2014			
03/12/2014			

Continuous improvement journal – December (2/9)

	Process	Observation	Potential improvement and next steps
04/12/2014			
05/12/2014			
06/12/2014			

Continuous improvement journal – December (3/9)

	Process	Observation	Potential improvement and next steps
08/12/2014			
09/12/2014			
10/12/2014			

Continuous improvement journal – December (4/9)

	Process	Observation	Potential improvement and next steps
11/12/2014			
12/12/2014			
13/12/2014			

Continuous improvement journal – December (5/9)

	Process	Observation	Potential improvement and next steps
15/12/2014			
16/12/2014			
17/12/2014			

Continuous improvement journal – December (6/9)

	Process	Observation	Potential improvement and next steps
18/12/2014			
19/12/2014			
20/12/2014			

Continuous improvement journal – December (7/9)

	Process	Observation	Potential improvement and next steps
22/12/2014			
23/12/2014			
24/12/2014			

Continuous improvement journal – December (8/9)

	Process	Observation	Potential improvement and next steps
25/12/2014			
26/12/2014			
27/12/2014			

Continuous improvement journal – December (9/9)

	Process	Observation	Potential improvement and next steps
29/12/2014			
30/12/2014			
31/12/2014			

Contents

Directory

Name	Role / organization	Phone	Email

Directory

Name	Role / organization	Phone	Email