Roles and Responsibilities of a Planner
Index

A. Oracle-Primavera P6 Skill Set ................................................................. 3
   1. Defining the Enterprise Data: .............................................................. 3
   2. Project Level Data: ............................................................................ 3

B. Roles and Responsibilities (Working for Client) .............................. 4
   1. Planning ............................................................................................ 4
   2. Monitoring and Control ..................................................................... 4
   3. Communication ................................................................................ 5

C. Roles and Responsibilities (Working for Contractor) .................... 6
   1. Planning ............................................................................................ 6
   2. Monitoring and Control ..................................................................... 6
   3. Communication ................................................................................ 7
Roles and Responsibilities of a Planner

A. Oracle-Primavera P6 Skill Set

1. **Defining the Enterprise Data:**
   - Enterprise Project Structure
   - Organisation Breakdown Structure
   - Project / Activity / Resource Codes
   - Calendars
   - Step Templates
   - Resources (Labor / Non Labor / Material)
   - Cost Account Structure

2. **Project Level Data:**
   - Creating Project
   - Defining Work Break Down Structure
   - Defining Activities
   - Establishing the Relationships of Activities
   - Critical Path Analysis
   - Resource Management
   - Cost Management
   - Baseline Management
   - Monitoring and Control
   - Layouts
   - Threshold
   - Issue Management
   - Critical Path Reports
   - Look Ahead Reports
B. Roles and Responsibilities (Working for Client)

Project Planning and Monitoring

1. Planning
   • Understanding the Scope of work, contractual Start and Finish dates of the different Packages / Contractors.
   • Understanding the deliverables of various packages / contractors.
   • Understanding the Major Milestones of the project
   • Establishing the Progress Measurement weightages for Phase / Disciplines and Activities.
   • Getting the Schedule from different contractors.
   • Review Schedules submitted by Contractor in consultation with Package owners.
   • Establishing the baseline Schedule of all the contractors.
   • Review S-Curve submitted by Contractors.
   • Distribute the baseline schedule to various Package Owners.

2. Monitoring and Control
   • Review Contractor’s Weekly & Monthly Progress Reports
   • Follow up with contractor for project controls related issues like Schedule update, MOM, Progress Reports, Material Reports, Manpower Reports, etc.
   • Prepare & Submit Progress reports to Top Management
   • Get the delay analysis from the contractors and present it to the Package owners and Management. (Challenge the % Progress to the Contractors)
   • Get the S-Curves from Contractors and prepare overall S-Curve for the project.
   • Get Look ahead schedule from the contractors.
   • If the schedule is getting delayed beyond the contractual completion date then “Crash The Schedule”
3. **Communication**
   - Identify Risk and communicate to the Management
   - Identify Issues and communicate to the Management
   - Record all Change Notice of different contractors
   - Arrange for weekly and monthly Progress Meetings.
   - Expedite Contractors for timely submission of Reports, MOM
   - Communicate with Contractors, Team Leader for Project related matters
   - Finding areas of concern & providing solutions to Top Management
   - Coordinate with Construction Manager for Site related issues.
C. Roles and Responsibilities (Working for Contractor)

Project Planning and Monitoring

1. Planning
   • Understanding the Scope of work, contractual Start and Finish dates of the Project
   • Understanding the deliverables of various disciplines
   • Understanding the Major Milestones of the project
   • Establishing the Progress Measurement weightages for Phase / Disciplines and Activities.
   • Getting the schedules from disciplines
   • Preparation of schedule in consultation with various departments
   • Planning resources required for the project
   • Getting the baseline Schedule sign off from the customer
   • Preparation of S-Curve for Engineering, Procurement, Construction and Commissioning and Overall.
   • Distribute the baseline schedule to various disciplines.

2. Monitoring and Control
   • Establish the procedure for getting the progress from various disciplines.
   • Review progress submitted by the disciplines.
   • Updating the schedule
   • Prepare Weekly & Monthly Progress Reports
   • Follow up with disciplines for project controls related issues like Schedule update, MOM, Progress Reports, Material Reports, Manpower Reports, etc.
   • Prepare & submit Progress reports to Top Management
   • Prepare delay analysis and present to all concerned discipline Managers and Management.
   • Coordinate among construction and commissioning team
Roles and Responsibilities of a Planner

- Update S-Curve for Engineering, Procurement, Construction and Commissioning and Overall.
- Report variance Budget v/s Actual.
- Prepare look ahead report and distribute to the discipline managers

3. **Communication**
   - Identify Risk and communicate to the Management
   - Identify Issues and communicate to the Management
   - Record all Change Notice of different contractors
   - Arrange for weekly and monthly Progress Meetings.
   - Communicate with Project Manager, Team Leader for Project related matters
   - Finding areas of concern & providing solutions to Top Management
   - Coordinate with Construction Manager for Site related issues.