



## Roles and Responsibilities of a Planner

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### 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

- 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.