

Schedule Levels

Schedule Levels

- There are different levels in which the Project schedule can be presented.
- It depends the schedule is addressed to whom.
- If it is addressed to Executive Management and sponsor it should be at Level-I where he can get key information of the Project
- The level of information increases as we develop schedule from Level-I to Level-V
- Level-V schedule will be for the Task Leader where he will get detailed information of the task.

Level-I

Addressed to : Executive Management and Sponsor

Named as : Executive Summary / Project Master Schedule

Information :

- Major milestone
- Only one page
- It highlights major project activities, milestones, and key deliverables
- Used to assist in the decision making process (go/no-go)
- Can be used to integrate multiple contractors / multiple project schedules into an overall program schedule
- This level of detail may be used to support a proposal or a potential project.
- Used for high level Resource planning.

Level-II

Addressed to : Project Management and Project Team

Named as : Management Summary / Summary Master Schedule

Information :

- Maintained as a summarisation of the Level III Project Coordination Schedule(s).
- It depicts the overall project broken down into its major components by area
- Used to integrate multiple contractors / multiple project schedules for the overall control of a program.
- Used for higher-level management reporting
- Normally due 30-60 days after a contract award. This is the period of time when a execution team has time to define and has received sufficient information to layout a project execution plan.

Level-III

Addressed to : Program and Project Managers, Construction Managers

Named as : Project Cordination Schedule

Information :

- Maintained as a summarisation of the Level IV schedule
- For reporting status to senior management and to report monthly status to major clients
- It includes all major milestones, major elements of design, engineering, procurement, construction, testing, commissioning and/or start-up
- During the execution phase of the project this schedule defines the overall critical path and is the primary coordination tool for the overall project.
- Detailed status of the project and it course to completion.

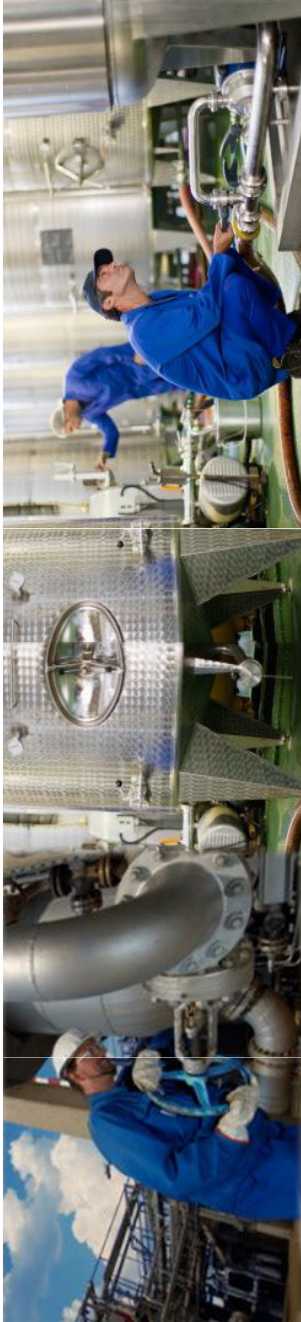
Level-IV

Addressed to : Functional Managers, Discipline Leads, Project Engineers

Named as : Execution Schedule / Working Level Schedule

Information :

- Detailed Information by each work package (Design, Procurement and Commissioning)
- Maintained as a expansion of the Level III schedule
- Displaying the activities to be accomplished by the project workforce
- The Level 4 schedule may be for the whole of the project or a part of the project depending on the size of the project and complexity of the project.
- Level-IV Schedule to be kept at a sensible size that can be easily managed, updated, validated, etc
- Every area should have a responsible manager associated to it.
- It should have high level resource plan.
- One should be able to extract 2 week look ahead schedule



Level-V

Addressed to : Team Members, Supervisors

Named as : Detailed Schedule

Information :

- The further breakdown of the activities of a Level 4 Schedule.
- A short term schedule used to map out the detailed tasks needed to coordinate day to day work in a specific areas.
- Are developed by workforce supervisors to plan and coordinate their work at the detail level