

# PUZZLED BY SCHEDULE MANAGEMENT?

COAA'S OWNER TRAINING INSTITUTE® CAN HELP!



## SCHEDULE MANAGEMENT

Best practices for the development of an Owner's project schedule including the "Do's and Don'ts" and strategies to manage the schedule during both the design and construction phase will be shared, including:

- How to properly review the schedule and schedule updates
- Proactive strategies to maintain the schedule
- How to identify the warning signs if things are going off track, methods to manage float
- Approaches to deal with various types of delays and make up time.

Learning Objectives:

1. Acquire strategies and tools to successfully review and monitor project schedules.
2. Learn methods to mitigate and manage schedule impacts and delays.
3. Understand what obligations the Owner has for the project schedule and the associated legal implications.
4. Discover keys to developing the project schedule in collaboration with the A/E and the Builder.

## COURSE OUTLINE

1. Understanding the Role of the Parties in Schedule Development/Management  
*Owner, Contractor and Architect's Roles*  
*Contractual Best Practices*
2. Development of the Project Schedule  
*Creating the Plan, Formats & Elements, Effective Master Schedules, Design & Construction Schedule Development, Specifications*
3. Management of the Project Schedule  
*Schedule Reviews, Monitoring/maintaining the schedule, Look Ahead Schedules, Float management, Identifying if the project is on schedule, Schedule Updates, Warning signs, Scheduling Pitfalls*
4. Dealing with Schedule Impacts
5. Course Wrap Up

## AIA CEUs

Earn 8 AIA Learning Units



## DURATION

One Day (8:00 AM - 5:00 PM)

## MORE INFORMATION