Schedule Management

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
   - Schedule Formats
   - Schedule Elements
   - Effective Master Project Schedules
   - Design Schedule Development and attributes of successful design schedules
   - Construction Schedule Development
   - Scheduling Specifications

3. Management of the Project Schedule
   - How an Owner reviews the Contractor’s Construction Schedule
   - Strategies to monitor/maintain the construction schedule
   - How “far ahead” should a Look Ahead Schedule Go?
   - Float management - who owns the float?
   - How to identify if the project is on schedule
   - Schedule Updates – how often and in what form?
   - Warning signs on a construction schedule
   - Scheduling Pitfalls – How to prevent and deal with them

4. Dealing with Schedule Impacts
   - Types of delays – excusable vs. non-excusable
   - Constructive Acceleration
   - Methods of Schedule Analysis
   - Making up time –options with pros & cons for each
   - Contract Exculpatory Clauses

5. Course Wrap Up