Purpose:

To accurately track progress of work for the project to ensure that the work is completed on time and any schedule issues are identified in a timely manner.

Procedure:

1) Access Microsoft Project and load the Crain schedule template (template is located at "P:\Shared\Project Management".
   A) Save the file on the local computer as the job number and name.
   B) Set up the project basic information by going to the "File" tab and click on "Project Information/Advanced Properties" tab.
      i) Enter the project title.
      ii) Enter the project start date under the "project information" tab.
   C) Modify the project calendar by:
      i) Going to the "format" and "change working times" tabs.
      ii) Enter the non-working days and holidays.
      iii) Set the project up as a 5-day work week.

   D) Being inputting each task for the project starting with the following as applicable.
      i) Long Lead Items
      ii) Sitework Concrete
      iii) Framing and MEP rough in
      iv) Finishes, toilet accessories and MEP trim out
      v) Final Inspections

   E) After ntering in the tasks, input the durations for each task.
   F) Make the linsks between the associated tasks.
   G) Save the project schedule to Procore by:
      i) Bring up Procore Drive
      ii) Select the schedule tab.
      iii) Select upload schedule.
2) At the end of each week, review the schedule for accuracy and make any changes necessary. Track progress by updating the percentage of completion on each item and/or moving task start dates and duration.
3) Review the schedule with the project team at the weekly subcontractor meeting.