Schedule

a. One-week schedule is a tool that a weeks' worth of work can be captured on to ensure productivity in the execution of our operations. When work is scheduled out at the lowest detail possible, safety, quality, material readiness, work area set up, coordination of activities, equipment, people, tools, and unit rates including claiming rules, are factored in to ensure the operation will be successful.

b. Foreman develops the one-week schedule with assistance from the General Foreman or Superintendent.

c. Foreman communicates resources and needs for the upcoming work based on their one-week schedule to the General Foreman or Superintendent during the one-week schedule review meeting.

d. Once the one-week schedule template is filled out, Foreman will engage their General Foreman or Superintendent to review and approve the one-week schedule. The FE for the discipline may attend. This is an informal meeting and is suggested to be held in the field where the work will be performed.

e. During the review meeting, the previous weeks one week schedule should be reviewed for accuracy.

f. The expected performance for the remainder of the week should be discussed and the identified reasons discussed for not being able to complete scheduled items.

g. Complete and approved work packs with all components must be available to the foreman for utilization during development of the one-week schedule. This is where the Foreman can get a list of components, the standard claiming rules for the work activities, and production rate goals that were identified in the planning process for the task.

h. Foreman will use the template attached to the end of this document for their one-week schedule. As noted in the short-term work planning expectations document, the template may be printed and filled out by hand, or it may be filled out electronically.

i. Field Engineer to provide a list of remaining components so foreman can build a more accurate schedule.