**k) Schedules**

**What Is It?**

WSU Design & Construction project schedule template defines all preceding and succeeding tasks and linked with their predecessor and successor relationships as defined within the WSU Project Set Up phase, Design Phase, Bid, Pre-construction, Construction, Move, and Closeout Phases. The Contractor (i.e. General Contractor, Construction Manager) is responsible for the detailed activity schedule and managing the Construction, and Closeout tasks as defined in their Master Project Schedule and as required by the contract documents.

**Who is involved?**

Typically, WSU Design & Construction Services Planners and Project Managers. On larger projects, WSU Board of Governors, Developer, Customer, Historical Preservation, Planners, local government agencies, Procurement, Designer, Consultants, Engineers, User Groups, Purchasing, Construction Manager, General Contractor, Project Managers, State & Environmental Agencies, ( PETA, USGBC-LEED) WSU Authorities ( Risk Mgmt, OEHS, FOM Operations) Planning /Move management feedback and input may be required.

**How/Process**

The current WSU Design & Construction scheduling program utilized is Microsoft Windows 2013-Projects 2013 which is accessible on the department W-Drive.

During the program and planning phase the WSU Planner initiates and inputs the schedule criteria for Project Set up, while succeeding schedule activities are often defined through collaboration with the Customer, WSU Project Manager, Designer, and Contractor.

**Timeline Considerations**

WSU-BOG meetings. Current WSU D & CS practice: Bid out the project, validate the cost proposal, schedule, and make recommendation for the BOG to approve the project budget prior to the construction start date.

**Forms**

Current templates in the toolbox.

**Filing**

Maintain an electronic copy on the PTS site, WSU network, PM files, at the Project site.