**k) Schedules**

**What Is It?**

Project scheduling looks at which tasks needs to be performed for a project and assigns deadlines for their completion. The project scheduler sets these deadlines by calculating how long each task should take to perform. Scheduling requires comprehensive understanding of which action steps needs to get done and when.

**Who is involved?**

Investors, Board of Governors, Risk Management, Legal, Historical Preservation, FCO-Accountants, Planners, User Groups, Planning, Facilities Operations, Departmental Administration, Security, IT, Public Safety, Business Auxiliary, Procurement, Purchasing, Retail Operations, Designer, Consultants, Engineers, Developer, Construction Manager, General Contractor, Subcontractors, Project Managers, Project Estimators, Project Engineers, Superintendent local government agencies, Move management, Marketing, Event Planners, Donors.

**How/Process**

Project Managers and investors are interested in project scheduling for budgetary reasons. When Project money is budgeted for the implementation team, it is critically important to monitor whether the project will be on time or there will be delays. Timely notification and clear understanding of the reason and cause of the delay needs to be documented and communicated. Projects that do not meet the Master schedule deadlines and commitments may incur additional costs related to resources, staff, liquidated, and consequential damages.

**Timeline Considerations**

Implementation teams use project schedules as charted timelines to stay on track with deadlines. Projects consist of a series of task, and each is given its own schedule to follow for it part of the project.

**Forms**

Master, milestone and detailed schedules are the three common types of project schedules. Master schedules are the general summaries of the overall project, from start to finish, which are issued by both the Owner-Developer and the Contractor. Milestones schedules are typically the responsibility of the General Contractor and list all the project significant events, and are often presented to a senior managers so that they can see the project progress. Detailed breakout schedules are a combination of effort and information and the responsibility of the General Contractor and the Subcontractors.

**Filing**

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