**k) Schedules**

**What Is It?**

Project scheduling defines all preceding and succeeding activities-tasks relationships, and durations to perform the work involved to meet the required project completion. During the program and planning phase the WSU Planner initiates and inputs the schedule criteria for PH1- Project Set up, PH2-Design in collaboration with the Customer, WSU Project Manager and Designer. Scheduling requires comprehensive understanding of which action steps needs to get done and when.

**Who is involved?**

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, Move management.

**How/Process**

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

**Timeline Considerations**

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

**Forms**

Microsoft Office 2013-Projects 2013

**Filing**

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