



EXPRO National Manual for Projects Management

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Project Schedule Reporting Procedure



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Project Schedule Reporting Procedure

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Project Schedule Reporting Procedure

1.0 PURPOSE

The purpose of project schedule reporting procedure is to communicate achievements, performance, progress, issues and possible mitigation options, on a regular basis to project management.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

2.0 SCOPE

This procedure applies to all projects that are required to issue a periodic reporting of the project schedule status. This procedure provides guidance to Project Controls personnel on coordinating schedule report preparation.

3.0 DEFINITIONS

Definitions	Description
Level 1: Management Schedules (MS)	A 1 page (normally A3 size) summary schedule including baseline, current forecast, risk items, critical path, and key events
Level 2: Summary Schedules	This is a cost report that measures committed/Incurred cost against established budget for specific scope of work
EPMO	An Entity Project Management Organization
Level 3: Control Schedules (CS)	Center piece of the scheduling system, developed on CPM schedule software by the contractors, which captures all direct work (and critical indirect work) with a balanced level of detail
Other Department Managers	Example but not limited to Construction, Procurement, Safety, Engineering, Planners ,Test and Commissioning.

4.0 REFERENCES

1. EPM-KPP-PR-000001 - Project Planning & Scheduling Definition and Concept Procedure
2. EPM-KPP-PR-000002 - Project Schedule Development Procedure
3. EPM-KPP-PR-000003 - Project Schedule Curves Procedure
4. EPM-KPP-PR-000005 - Project Contractor Requirements for planning and scheduling Procedure
5. EPM-KPP-PR-000007 - Project Schedule Look-ahead Procedure
6. EPM-KPP-PR-000002 - Project Monthly Reporting Procedure

5.0 RESPONSIBILITIES

5.1 Project Manager

The Project Manager is responsible for:

- Establishing timing, format, and content of the Project Schedule Report.



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- Reviewing the reports and identifying actions required to minimize impact to the project for preventable delays.

5.2 Project Lead Planner

The Project Lead Planner is responsible for:

- Providing Project Schedule Reports that best address Project Management and Project Team needs, Analyzing reports and producing an identification of risks and/or schedule deviations from plan with possible mitigating actions.
- Providing support to contractors with their planning and scheduling efforts, by timely reviewing and accepting their baseline schedules, and maintaining an environment of collaboration and teamwork.

5.3 Contractor's Schedulers

The Contractor's Schedulers are responsible for:

- Collecting schedule input from the team, and, verify quality and integrity of data received.
- Updating schedules and check for integrity and impact of updates over the schedules.
- Analyzing reports and identifying risks and/or schedule deviations from plan with possible mitigating actions, for internal use.
- Issuing regularly schedule information to the team.

5.4 Other Departments Managers

Other Department Managers are responsible for providing quality and timely schedule input to the planning department in order to produce timely, representative and actionable schedule reporting.

6.0 PROCESS

6.1 Contractor Internal Schedule Reporting

Contractor must ensure that contractor's team is fully participant in work planning and scheduling. Schedule information is to be distributed to the various levels of contractor's organization, ensuring that contractor's team is prioritizing work per schedule requirements, and correct and timely status and forecast information is fed back to contractor's scheduling team.

For that purpose, contractor's schedulers need to issue regularly schedule information to the team, be it by posting on walls, personalized schedule reports, management schedule reports, or however contractor sees fit, as long as team is fully aware of the schedule requirements (time and quantity).

Project Lead Planner visits contractors regularly to witness this is implemented.

6.2 Contractor Schedule Reporting to Project

For contractor reporting to project please refer to document EPM-KPP-PR-000005 Project Contractor Requirements for planning and scheduling Procedure

In summary, contractor is required to provide baseline and regular updates of:

- Control Schedule
- Commodity Curves
- Staffing Curves
- Progress Curves



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6.3 Project Internal Schedule Reporting

The project planning and scheduling department must produce internal reporting for project team and management.

These include:

- Project Level 1 Schedule Updates
- Reviewed Contractor Level 3 Schedules
- Schedule Analysis
- Input for Weekly Project Reporting
- Input for Monthly Project Reporting

In these reports, following aspects need to be addressed:

- Critical Paths
- Commodity work-off
- Progress and performance analysis for Engineering, Procurement, Construction and Pre-Operational Testing
- Staffing analysis
- Critical Issues and possible mitigations
- Planned activities for next period

Refer to procedure EPM-KPP-PR-000007 “Project Schedule Look-ahead Procedure” and EPM-KPP-PR-000003 “Project Schedule Curves Procedure” for some reporting approaches.

6.4 Project Reporting to EPMO

The Project’s Project Controls Department will assist Project Management to produce Project reporting to an Entity Project Management Organization (EPMO).

For this purpose, Planning will provide:

- Project Level 1 Schedule Updates, as reviewed and agreed with Project Management
- Project Level 3 Schedule Updates, as reviewed and agreed with Project Management
- Schedule Analysis, including summarized information pertaining to:
 - Critical Paths
 - Commodity work-off
 - Progress
 - Staffing
 - Critical Issues

In many cases the projects might decide to include this information into the Monthly Progress Report, refer to procedure EPM-KPP-PR-000002 “Project Monthly Reporting Procedure”.