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- Detailed day-to-day schedule of the tasks identified in the overall project schedule
- Planned work for the current and next 2 weeks
- Prepared by the contractor
- Bar Chart updated and submitted weekly
- Reviewed weekly
- **Durations** < 5 working days
- Identify outages, closures and control activities
- ET day planner and time management tool
- Required for all construction contracts

Creating a New Schedule

Add Report Header Information

- 1. Open project 3WLA Excel Template.xls
- 2. Save Project as 3WL Week 1.xls
- 3. Click on Print Titles icon located in Page Layout, Page Setup



- 4. Click on Header/Footer tab
- 5. Click on <u>Custom Header</u> button

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- 6. Change Period to "5/5/08 5/25/08"
- 7. Enter Project Title "SHOP PHNSY 999999"
- 8. Enter Contractor "BEST CONSTRUCTION"
- 9. Click on <u>OK</u> button
- 10. Click on OK button

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Work Week Start and Finish Dates

1. Enter week start and finish dates "5/5 - 5/11", "5/12 - 5/18" and "5/19 - 5/25" in the timescale section of the schedule

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Add Tasks

- 1. NAS ID is the Task ID number for the associated task on the Project Schedule
- 2. **RESP** is the company responsible for completing the task

	А	В	С	D	Е	F	G	Н	1	J	K	L	Μ	Ν	0	Ρ	Q	R	S	Т	U	V	W	Х
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Updating the Schedule

Revise Report Header Information

- 1. Open project 3WLA Lesson 2.xls
- 2. Save Project as 3WLA Week 2.xls
- 3. Click on Print Titles icon located in Page Layout, Page Setup



- 4. Click on Header/Footer tab
- 5. Click on <u>Custom Header</u> button

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- 6. Change Period to "5/12/08 6/1/08"
- 7. Click on <u>OK</u> button
- 8. Click on <u>OK</u> button

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Add new week to the schedule

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7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT		Х	Х	X	Х																

2. Click on Copy icon located in Home, Clipboard



- 3. Click in cell Y1
- 4. Click on Paste icon located in Home, Clipboard
- 5. Press Esc key to deselect columns D through J

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- 6. Click in cell Y1
- 7. Click on Format icon located in Home, Cells

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- 9. Select **Text** from options list
- 10. Click on <u>OK</u> button

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11. Click in cell Y1

12. Enter new work week "5/26 – 6/1"

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- 2. Clear contents

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Update the schedule

1.	Revise	Task start and	finish p	oints for	the new	3-week period
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- 2. Insert new activities
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3 4 5	1017 1017 1450	EXCAVATE PRIMARY SWGEAR TRENCH INSTL UG ELEC CONDUITS LEAD PAINT ABATEMENT	A1ELEC A1ELEC HIROTA	Х	X	ХХ	X			^						Х	XX	X	X											14			

- c. Click in cell A5 and enter "1017"
- d. Enter new activity description "CONCRETE JACKET AND BACKFILL ELEC CONDUITS"
- e. Click in cell C5 and enter **"A1ELEC"**, company responsible for completing activity
- f. Identify planned work days by entering "X" in cells Y5 thru S5

	А	В	С	D	Е	F	G	Н	1	J	K	L	Μ	Ν	0	Ρ	Q	R	S	Т	U	V	W	Х	Υ	Ζ	AA.	AB	٩C	AD	AE
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3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								Х	Х	Х	Х	Х																
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															Х	Х	Х	Х	Х									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																						Х	Х	X	Х	X		
6	1450	LEAD PAINT ABATEMENT	HIROTA	Х	Х	Х	Х	Х																							

3. Insert tasks "PAINT SHOP 38 LUNCH ROOM" and "INTERIOR PAINTING OFFICES"

a. Assign NAS ID and Resp as shown below

1	A	В	С	D	E	F	G	H	1	J	K	L	M	N	0	P	Q	R	S	Т	U	V	W	X	Y	Ζ	AA	AB	AC	AD	AE
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4	1017	INSTL UG ELEC CONDUITS	A1ELEC									3					97 - A	X	Х	Х	X	Х									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC	1																					X	Х	X	X	Х		
6	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	Х	Х	X																							
7	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X	Х	Х	X	a -																						
8	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	5.0	X	X	X	X	19 13								2 3			5.2											
9	2500	ROLL UP DR - INITIAL MTG	ROLLUP	20 2		Х						35-7		5 3			7 17	_		20 71		5 8	_		16 10	-					
10	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP			Х	Х	X			X	Х																			
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13	1700	PAINT WALL-PROG RM	HIROTA	X																											

- 4. Delete completed activity
 - a. Select Row 6, 13, 14, 15, 16, 23, 25 and 26
 - b. Click on Delete icon located in Home, Cells

	A	В	С	D	Е	F	G	Н	1	J	K	L	Μ	N	0	Ρ	Q	R	S	Т	U	V	W	Х	Y	Ζ	AA	AB	AC	AD	AE
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6	1450	LEAD PAINT ABATEMENT	HIROTA	Х	Х	Х	Х	Х																							
7	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA								Х	Х																			
8	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT								Х	Х	Х	Х																	
9	2500	ROLL UP DR - INITIAL MTG	ROLLUP									Х																			
10	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP									Х	Х	Х	Х			Х													
11	2700	PAINT SHOP 38 LUNCH ROOM																	Х	Х	Х	Х									
12	2700	INTERIOR PAINTING OFFICES																							X	Х	Х	Х	Х		
13	1700	PAINT WALL-PROG RM	HIROTA	Х																											
14	3500	ELEC RI, MOUNT BOXES & PIPE	A1ELEC	Х	Х	Х	Х																								
15	3570	ELEC RI FIRE ALARM, LIGHT FIXT	A1ELEC	Х	Х	Х	Х																								
16	1720	TAPE & MUD-PROG RM	HDCINT		Х	Х																									
17	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP								Х	Х	Х																		
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20	1740	PAINT WALL-PROG RM	HIROTA								Х	Х	Х					Х	Х	Х	Х	Х			X						
21	1750	INSTL CEIL'G-PROG RM	CEILCO																						X	Х					
22	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																							Х	Х	Х	Х		
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26	5700	CT PREP MTG	TILECO		Х																										

Delete first week from the schedule

- 1. Select columns D through J
- 2. Click on Delete icon located in Home, Cells

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- 2. Select Sheet tab
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4. Highlight all activities, print area \$A\$3:\$X\$24

3-Week Look Ahead Schedule - Excel 2007 Version

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6. Print updated 3-Week Look Ahead Schedule

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1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP	X	X	X	X	X																	
1740	PAINT WALL-PROG RM	HIROTA	X	X	X	\square				X	X	X	X	X			X			\square				
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