

3-Week Look Ahead Schedule - Excel 2007 Version

Standard Format

Period: 5/12/08 - 6/1/08

SHOP PHNSY - 999999
BEST CONSTRUCTION
3-WEEK LOOK AHEAD SCHEDULE

Sheet 1 of 1

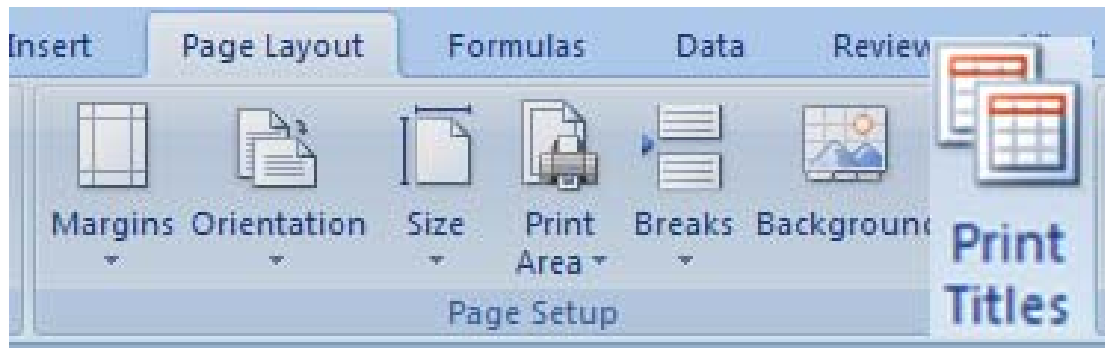
NA\$ID	DE\$RIPTION	RESP	5/12 - 18							5/19 - 25							5/26 - 6/1								
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC	X	X	X	X	X																		
1017	INSTL UG ELEC CONDUITS	A1ELEC								X	X	X	X	X											
1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC															X	X	X	X	X				
1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X																					
1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	X	X	X	X																			
2500	ROLL UP DR - INITIAL MTG	ROLLUP	X																						
2500	INSTL ROLL UP DR\$ AT CRANE BAYS	ROLLUP	X	X	X	X			X																
2700	PAINT SHOP 38 LUNCH ROOM	HIROTA								X	X	X	X												
2700	INTERIOR PAINTING OFFICES	HIROTA														X	X	X	X	X					
4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP	X	X	X																				
1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP	X	X	X	X																			
1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP	X	X	X	X	X																		
1740	PAINT WALL-PROG RM	HIROTA	X	X	X					X	X	X	X	X			X								
1750	INSTL CEILG-PROG RM	CEILCO														X	X								
1760	INSTL LIGHT FIXT-PROG RM	A1ELEC														X	X	X	X						
1825	PAINT S\$TL	HIROTA	X	X	X																				
2500	INSTL ROLL UP DR\$ AT SHOP FLOOR	ROLLUP	X	X	X																				
5700	INSTL AC UN IN OFFICE	MYCOMP	X	X	X																				
5720	ACOUS CEIL'G INITIAL MTG	CEILCO				X																			
5720	INSTL ACOUS CEIL'G IN OFFICE	CEILCO				X	X			X	X														
5700	CT INITIAL MTG	TILECO					X																		
5770	INSTL CT FLR TILE IN OFFICE	TILECO					X			X	X														

- 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

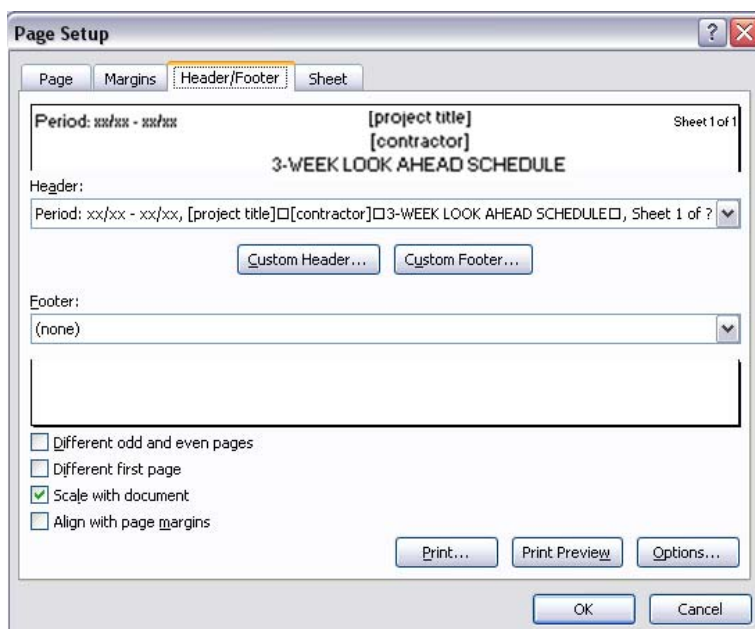
Creating a New Schedule

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

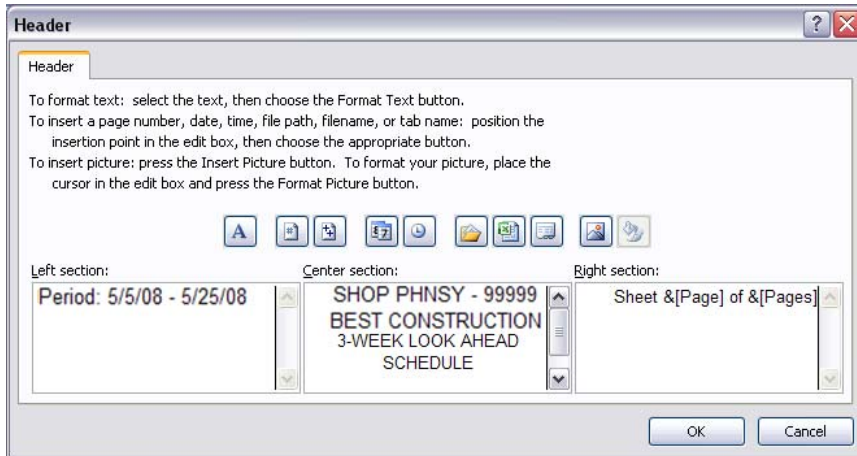


4. Click on Header/Footer tab
5. Click on Custom Header button



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6. Change Period to “5/5/08 – 5/25/08”
7. Enter Project Title “SHOP PHNSY – 99999”
8. Enter Contractor “BEST CONSTRUCTION”
9. Click on OK button
10. Click on OK button



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1						5/5 - 5/11						5/12 - 5/18						5/19 - 5/25						
2	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3																								

Add Tasks

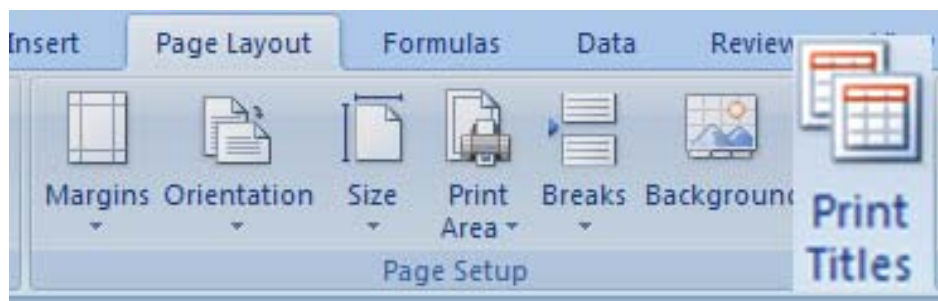
1. NAS ID is the Task ID number for the associated task on the Project Schedule
2. RESP is the company responsible for completing the task

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1					5/5 - 11						5/12 - 18						5/19 - 25							
2	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X									
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X		
5	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																
6	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X	X	X	X																
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	X	X	X	X																	

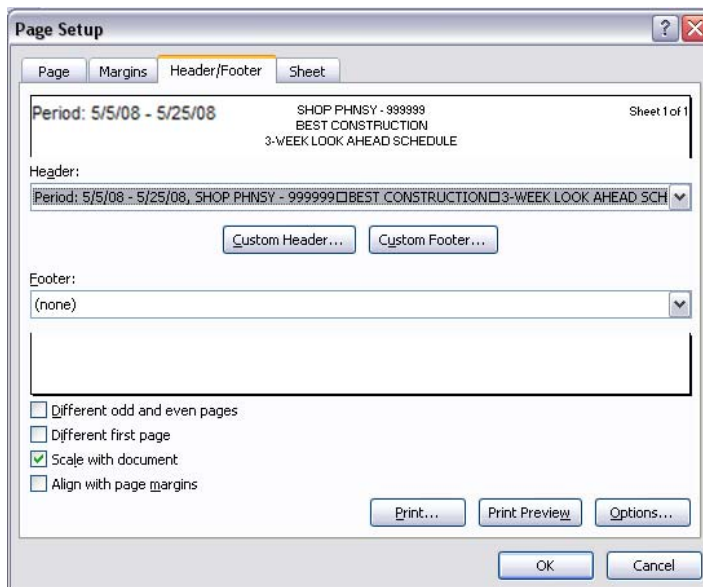
Updating the Schedule

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

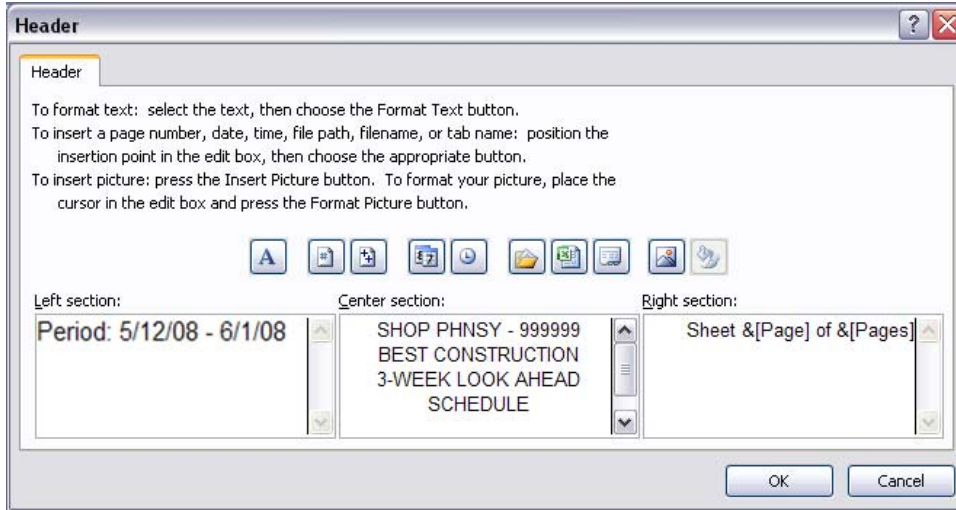


4. Click on Header/Footer tab
5. Click on Custom Header button



3-Week Look Ahead Schedule - Excel 2007 Version

6. Change Period to “5/12/08 – 6/1/08”
7. Click on OK button
8. Click on OK button



Add new week to the schedule

1. Highlight columns D through J

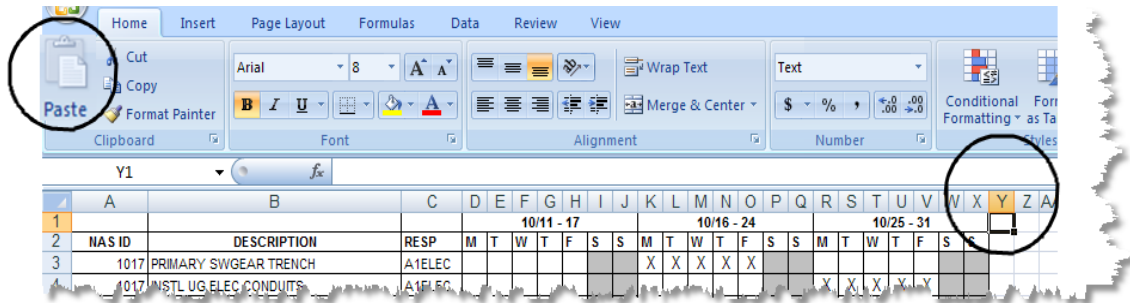
	A	B	C	5/5 - 11					5/12 - 18					5/19 - 25											
	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X										
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X			
5	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																	
6	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X	X	X	X																	
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT		X	X	X	X																	

2. Click on Copy icon located in Home, Clipboard

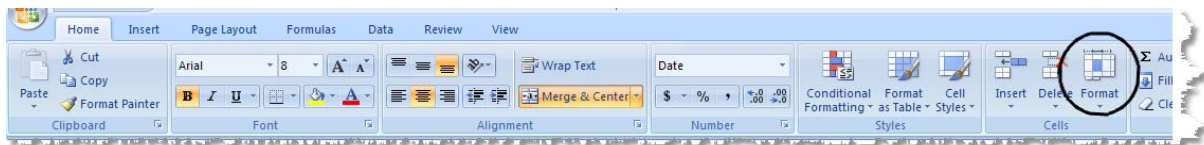


3-Week Look Ahead Schedule - Excel 2007 Version

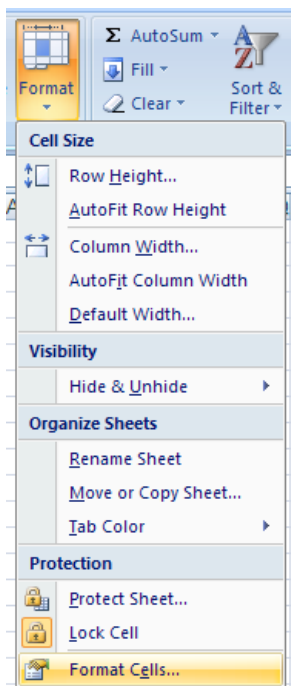
3. Click in cell Y1
4. Click on Paste icon located in Home, Clipboard
5. Press Esc key to deselect columns D through J



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

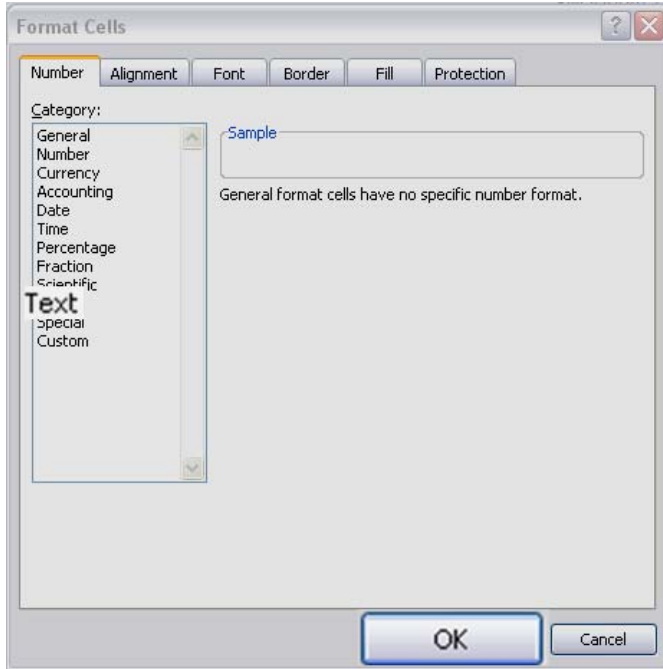


8. Select Format Cells from list of options



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9. Select **Text** from options list
10. Click on **OK** button



11. Click in cell Y1
12. Enter new work week **“5/26 – 6/1”**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
1																																
2	NAS ID	DESCRIPTION	RESP	5/5 - 11					5/12 - 18					5/19 - 25					5/26 - 6/1													
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																	
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X										
5	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																		X	X	X	X	X		
6	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X	X	X	X																		X	X	X	X	X		
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT		X	X	X	X																		X	X	X	X			

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Clear Contents Of New Week

1. Select cell range Y3:AC25
2. Clear contents

The screenshot shows the Microsoft Excel 2007 interface. The title bar reads "3wla Lesson 10a.xlsx - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, and Cells. A context menu is open over the selected range Y3:AC25, with options: Clear, Clear All, Clear Formats, Clear Contents (highlighted), and Clear Comments. The spreadsheet data is as follows:

	A	B	C	5/5 - 11					5/12 - 18					5/19 - 25					5/26 - 6/1													
	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																	
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X										
5	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																		X	X	X	X	X		
6	1470	PRIME & PAINT CRANE BAYS 1.2 & 3	HIROTA	X	X	X	X	X																		X	X	X	X	X		
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	X	X	X	X																			X	X	X	X			
8	2500	ROLL UP DR - INITIAL MTG	ROLLUP			X																					X					
9	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP			X	X	X			X	X															X	X	X			
10	1700	PAINT WALL-PROG RM	HIROTA	X																						X						
11	3500	ELEC RI, MOUNT BOXES & PIPE	A1ELEC	X	X	X	X																		X	X	X	X				
12	3570	ELEC RI FIRE ALARM, LIGHT FIXT	A1ELEC	X	X	X	X																		X	X	X	X				
13	1720	TAPE & MUD-PROG RM	HDCINT	X	X																					X	X					
14	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP	X	X	X	X			X																X	X	X	X			
15	1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP	X	X	X	X			X																X	X	X	X			
16	1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP	X	X	X	X			X																X	X	X	X			
17	1740	PAINT WALL-PROG RM	HIROTA								X	X	X																			
18	1750	INSTL CEIL'G-PROG RM	CELCO																							X	X	X	X			
19	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																							X	X					
20	1805	INSTL THERMAL INSUL ON CEIL'G	INSULC	X	X	X	X	X																		X	X	X	X	X		
21	1825	PAINT SSTL	HIROTA			X	X	X			X															X	X	X	X			
22	5720	ACOUS CEIL'G PREP MTG	CELCO	X																						X						
23	5700	CT PREP MTG	TILECO	X																						X						
24	2500	INSTL ROLL UP DRS AT SHOP FLOOR	ROLLUP			X	X	X																		X	X	X				
25	5700	INSTL AC UN IN OFFICE	MYCOMP			X	X	X																		X	X	X				

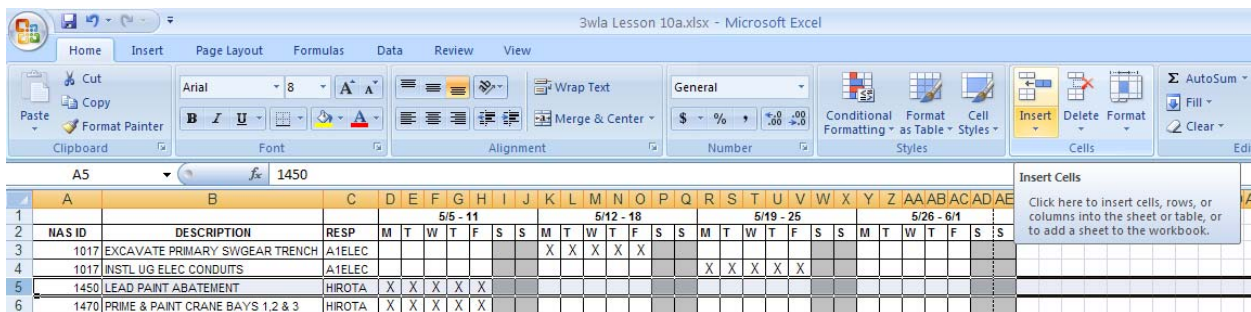
3-Week Look Ahead Schedule - Excel 2007 Version

Update the schedule

1. Revise Task start and finish points for the new 3-week period

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
				5/5 - 11					5/12 - 18					5/19 - 25					5/26 - 6/1													
1	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																	
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X										
5	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																								
6	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA								X	X																				
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT								X	X	X	X																		
8	2500	ROLL UP DR - INITIAL MTG	ROLLUP									X																				
9	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP								X	X	X	X																		
10	1700	PAINT WALL-PROG RM	HIROTA	X																												
11	3500	ELEC RI, MOUNT BOXES & PIPE	A1ELEC	X	X	X	X																									
12	3570	ELEC RI FIRE ALARM, LIGHT FIXT	A1ELEC	X	X	X	X																									
13	1720	TAPE & MUD-PROG RM	HDCINT	X	X																											
14	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP								X	X	X																			
15	1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP								X	X	X	X																		
16	1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP								X	X	X	X	X																	
17	1740	PAINT WALL-PROG RM	HIROTA								X	X	X					X	X	X	X	X				X						
18	1750	INSTL CEIL'G-PROG RM	CEILCO																							X	X					
19	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																							X	X	X	X			
20	1805	INSTL THERMAL INSUL ON CEIL'G	INSULC	X	X	X	X	X																								
21	1825	PAINT SSTL	HIROTA								X	X	X																			
22	5720	ACOUS CEIL'G PREP MTG	CEILCO		X																											
23	5700	CT PREP MTG	TILECO		X																											
24	2500	INSTL ROLL UP DRS AT SHOP FLOOR	ROLLUP								X	X	X																			
25	5700	INSTL AC UN IN OFFICE	MYCOMP								X	X	X																			
26	5720	ACOUS CEIL'G INITIAL MTG	CEILCO													X																
27	5720	INSTL ACOUS CEIL'G IN OFFICE	CEILCO													X	X															
28	5700	CT INITIAL MTG	TILECO														X															
29	5770	INSTL CT FLR TILE IN OFFICE	TILECO														X		X	X												

2. Insert new activities
 - a. Select Row 5
 - b. Click on Insert button located in Home, Cell



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- 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1				5/5 - 11					5/12 - 18					5/19 - 25					5/26 - 6/1												
2	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																						X	X	X	X	X		
6	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																							

3. Insert tasks “PAINT SHOP 38 LUNCH ROOM” and “INTERIOR PAINTING OFFICES”
 - a. Assign NAS ID and Resp as shown below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1				5/5 - 11					5/12 - 18					5/19 - 25					5/26 - 6/1												
2	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																						X	X	X	X	X		
6	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																							
7	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X	X	X	X																							
8	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT		X	X	X	X																							
9	2500	ROLL UP DR - INITIAL MTG	ROLLUP				X																								
10	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP			X	X	X			X	X																			
11	1500	PAINT SHOP 38 LUNCH ROOM	HIROTA															X	X	X	X										
12	1520	INTERIOR PAINTING OFFICES	HIROTA																						X	X	X	X	X		
13	1700	PAINT WALL-PROG RM	HIROTA	X																											

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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	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																
4	1017	INSTL UG ELEC CONDUITS	A1ELEC															X	X	X	X	X									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																												
6	1450	LEAD PAINT ABATEMENT	HIROTA	X	X	X	X	X																							
7	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA								X	X																			
8	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT								X	X	X	X																	
9	2500	ROLL UP DR - INITIAL MTG	ROLLUP									X																			
10	2500	INSTL ROLL UP DR'S AT CRANE BAYS	ROLLUP								X	X	X	X				X													
11	2700	PAINT SHOP 38 LUNCH ROOM																	X	X	X	X									
12	2700	INTERIOR PAINTING OFFICES																								X	X	X	X		
13	1700	PAINT WALL-PROG RM	HIROTA	X																											
14	3500	ELEC RI, MOUNT BOXES & PIPE	A1ELEC	X	X	X	X	X																							
15	3570	ELEC RI FIRE ALARM, LIGHT FIXT	A1ELEC	X	X	X	X	X																							
16	1720	TAPE & MUD-PROG RM	HDCINT		X	X																									
17	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP								X	X	X																		
18	1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP								X	X	X	X																	
19	1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP								X	X	X	X	X																
20	1740	PAINT WALL-PROG RM	HIROTA								X	X	X					X	X	X	X	X				X					
21	1750	INSTL CEIL'G-PROG RM	CEILCO																							X	X				
22	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																							X	X	X	X		
23	1805	INSTL THERMAL INSUL ON CEIL'G	INSULC	X	X	X	X	X	X																						
24	1825	PAINT SSTL	HIROTA								X	X	X																		
25	5720	ACOUS CEIL'G PREP MTG	CEILCO		X																										
26	5700	CT PREP MTG	TILECO		X																										

Delete first week from the schedule

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

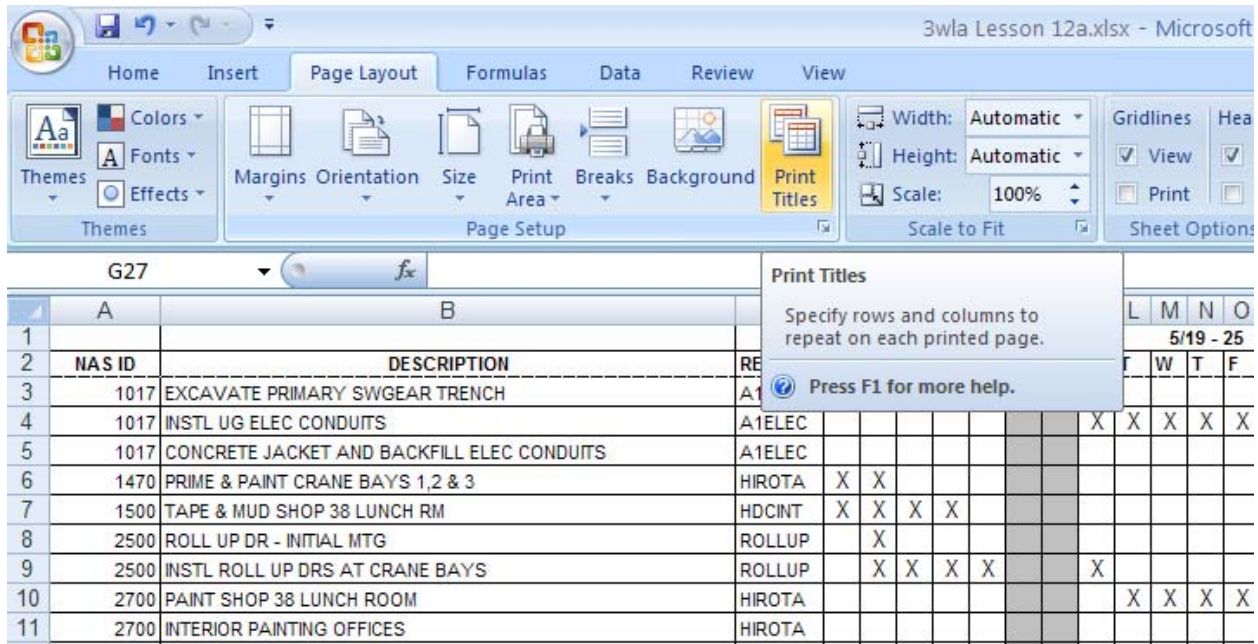
The screenshot shows the Microsoft Excel 2007 interface. The 'Home' ribbon is active, and the 'Delete' button in the 'Cells' group is highlighted. A 'Delete Cells' dialog box is open, showing the selection of columns D through J. The spreadsheet below shows a weekly schedule with columns labeled by dates: 5/5 - 11, 5/12 - 18, 5/19 - 25, and 5/26 - 6/1. The rows contain activity details including NAS ID, DESCRIPTION, RESP, and weekly activity markers (M, T, W, T, F, S, S).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE		
1																																	
2	NAS ID	DESCRIPTION	RESP																														
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC								X	X	X	X	X																		
4	1017	INSTL UG ELEC CONDUITS	A1ELEC													X	X	X	X	X													
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																														
6	1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA								X	X																					
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT								X	X	X	X																			
8	2500	ROLL UP DR - INITIAL MTG	ROLLUP									X																					
9	2500	INSTL ROLL UP DR'S AT CRANE BAYS	ROLLUP								X	X	X	X																			
10	2700	PAINT SHOP 38 LUNCH ROOM	HIROTA													X	X	X	X														
11	2700	INTERIOR PAINTING OFFICES	HIROTA																							X	X	X	X				
12	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP								X	X	X																				
13	1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP								X	X	X	X																			
14	1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP								X	X	X	X	X																		
15	1740	PAINT WALL-PROG RM	HIROTA								X	X	X					X	X	X	X	X											
16	1750	INSTL CEIL'G-PROG RM	CEILCO																							X	X						
17	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																							X	X	X	X				
18	1825	PAINT SSTL	HIROTA								X	X	X														X	X	X	X			
19	2500	INSTL ROLL UP DR'S AT SHOP FLOOR	ROLLUP								X	X	X																				
20	5700	INSTL AC UN IN OFFICE	MYCOMP								X	X	X																				
21	5720	ACOUS CEIL'G INITIAL MTG	CEILCO									X																					
22	5720	INSTL ACOUS CEIL'G IN OFFICE	CEILCO									X	X		X	X																	
23	5700	CT INITIAL MTG	TILECO																														
24	5770	INSTL CT FLR TILE IN OFFICE	TILECO									X			X	X																	

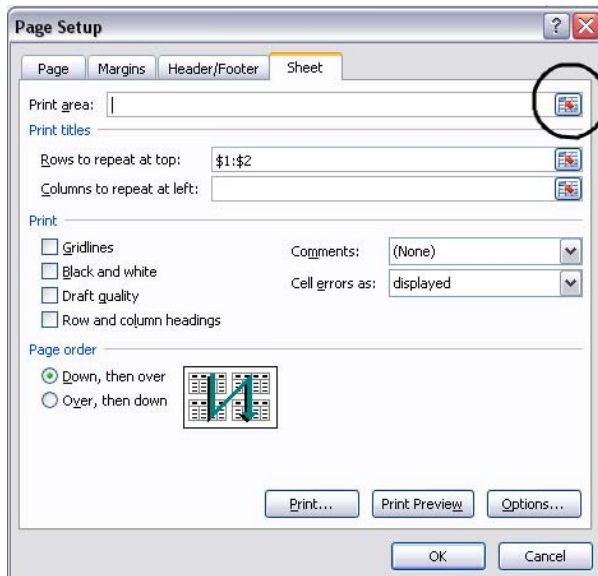
3-Week Look Ahead Schedule - Excel 2007 Version

Select print range

1. Click on Print Titles icon located in Page Layout, Page Setup



2. Select Sheet tab
3. Click on Print Area icon



4. Highlight all activities, print area \$A\$3:\$X\$24

3-Week Look Ahead Schedule - Excel 2007 Version

Page Setup - Print area:
\$A\$3:\$X\$24

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2	NAS ID	DESCRIPTION	RESP	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
3	1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC	X	X	X	X	X																
4	1017	INSTL UG ELEC CONDUITS	A1ELEC								X	X	X	X	X									
5	1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC															X	X	X	X	X		
6	1470	PRIME & PAINT CRANE BAYS 1, 2 & 3	HIROTA	X	X																			
7	1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	X	X	X	X																	
8	2500	ROLL UP DR - INITIAL MTG	ROLLUP		X																			
9	2500	INSTL ROLL UP DRS AT CRANE BAYS	ROLLUP	X	X	X	X			X														
10	2700	PAINT SHOP 38 LUNCH ROOM	HIROTA								X	X	X	X										
11	2700	INTERIOR PAINTING OFFICES	HIROTA															X	X	X	X	X		
12	4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP	X	X	X																		
13	1820	INSTL FIRE SPRINKLER LN-PROG RM	FIRESP	X	X	X	X																	
14	1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP	X	X	X	X	X																
15	1740	PAINT WALL-PROG RM	HIROTA	X	X	X					X	X	X	X	X			X						
16	1750	INSTL CEIL'G-PROG RM	CEILCO															X	X					
17	1760	INSTL LIGHT FIXT-PROG RM	A1ELEC																X	X	X	X		
18	1825	PAINT SSTL	HIROTA	X	X	X																		
19	2500	INSTL ROLL UP DRS AT SHOP FLOOR	ROLLUP	X	X	X																		
20	5700	INSTL AC UN IN OFFICE	MYCOMP	X	X	X																		
21	5720	ACOUS CEIL'G INITIAL MTG	CEILCO					X																
22	5720	INSTL ACOUS CEIL'G IN OFFICE	CEILCO					X	X		X	X												
23	5700	CT INITIAL MTG	TILECO					X																
24	5770	INSTL CT FLR TILE IN OFFICE	TILECO					X			X	X												

5. Click on Print Preview button

Page Setup

Page Margins Header/Footer **Sheet**

Print area: A3:X29

Print titles

Rows to repeat at top: \$1:\$2

Columns to repeat at left:

Print

Gridlines Comments: (None)

Black and white Cell errors as: displayed

Draft quality

Row and column headings

Page order

Down, then over

Over, then down

Print... **Print Preview** Options...

OK Cancel

3-Week Look Ahead Schedule - Excel 2007 Version

6. Print updated 3-Week Look Ahead Schedule

Period: 5/12/08 - 6/1/08

SHOP PHNSY - 999999
BEST CONSTRUCTION
3-WEEK LOOK AHEAD SCHEDULE

Sheet 1 of 1

NA\$ID	DE\$RIPTION	RE\$P	5/12 - 18							5/19 - 25							5/26 - 6/1								
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1017	EXCAVATE PRIMARY SWGEAR TRENCH	A1ELEC	X	X	X	X	X																		
1017	IN\$TL UG ELEC CONDUITS	A1ELEC						X	X	X	X	X													
1017	CONCRETE JACKET AND BACKFILL ELEC CONDUITS	A1ELEC																							
1470	PRIME & PAINT CRANE BAYS 1,2 & 3	HIROTA	X	X																					
1500	TAPE & MUD SHOP 38 LUNCH RM	HDCINT	X	X	X	X																			
2500	ROLL UP DR - INITIAL MTG	ROLLUP		X																					
2500	IN\$TL ROLL UP DRS AT CRANE BAYS	ROLLUP	X	X	X	X						X													
2700	PAINT SHOP 38 LUNCHROOM	HIROTA											X	X	X	X									
2700	INTERIOR PAINTING OFFICES	HIROTA															X	X	X	X	X				
4800	DEMO FOR FIRE EXIT BY STAIR 1	MYCOMP	X	X	X																				
1820	IN\$TL FIRE SPRINKLER LN-PROG RM	FIRESP	X	X	X	X																			
1840	FIRE SPRINKLER RI-SHOP FLR	FIRESP	X	X	X	X	X																		
1740	PAINT WALL-PROG RM	HIROTA	X	X	X								X	X	X	X	X								
1750	IN\$TL CEILG-PROG RM	CEILCO															X	X							
1760	IN\$TL LIGHT FIXT-PROG RM	A1ELEC																	X	X	X	X			
1825	PAINT S\$TL	HIROTA	X	X	X																				
2500	IN\$TL ROLL UP DRS AT SHOP FLOOR	ROLLUP	X	X	X																				
5700	IN\$TL AC UN IN OFFICE	MYCOMP	X	X	X																				
5720	ACOU\$ CEIL'G INITIAL MTG	CEILCO				X																			
5720	IN\$TL ACOUS CEIL'G IN OFFICE	CEILCO				X	X			X	X														
5700	CT INITIAL MTG	TILE CO				X																			
5770	IN\$TL CT FLR TILE IN OFFICE	TILE CO				X				X	X														