

Module 10: Scheduling System

Summary

Run scheduling as a system embedded in workflow to reduce delays and improve coordination.

Sections & Action Items

Schedule Inside Workflow

- Schedule within project phases
- Define durations and handoffs
- Improve visibility

Avoid Delays

- Review material and job patterns
- Pre-plan common jobs
- Improve assumption accuracy

Sync Teams

- Share timelines with crews
- Coordinate suppliers
- Use reminders

Reflection Question

Where does your schedule break down most often?

Next Steps

1. Review scheduling method
2. Fix one delay pattern
3. Improve communication

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Module 10: Scheduling System Worksheet

How to Use: Identify ONE improvement to act on.

Scheduling Setup

Is scheduling inside jobs? ☐ Yes ☐ No

Where do conflicts occur? _____

Score (1-5): _____

Delay Patterns

What delays repeat? _____

Are they planned for? ☐ Yes ☐ No

Score: _____

Team Alignment

Do crews see timelines? ☐ Yes ☐ No

Where is miscommunication? _____

Score: _____

30-Day Action

1 fix: _____

Owner: _____ Deadline: _____

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