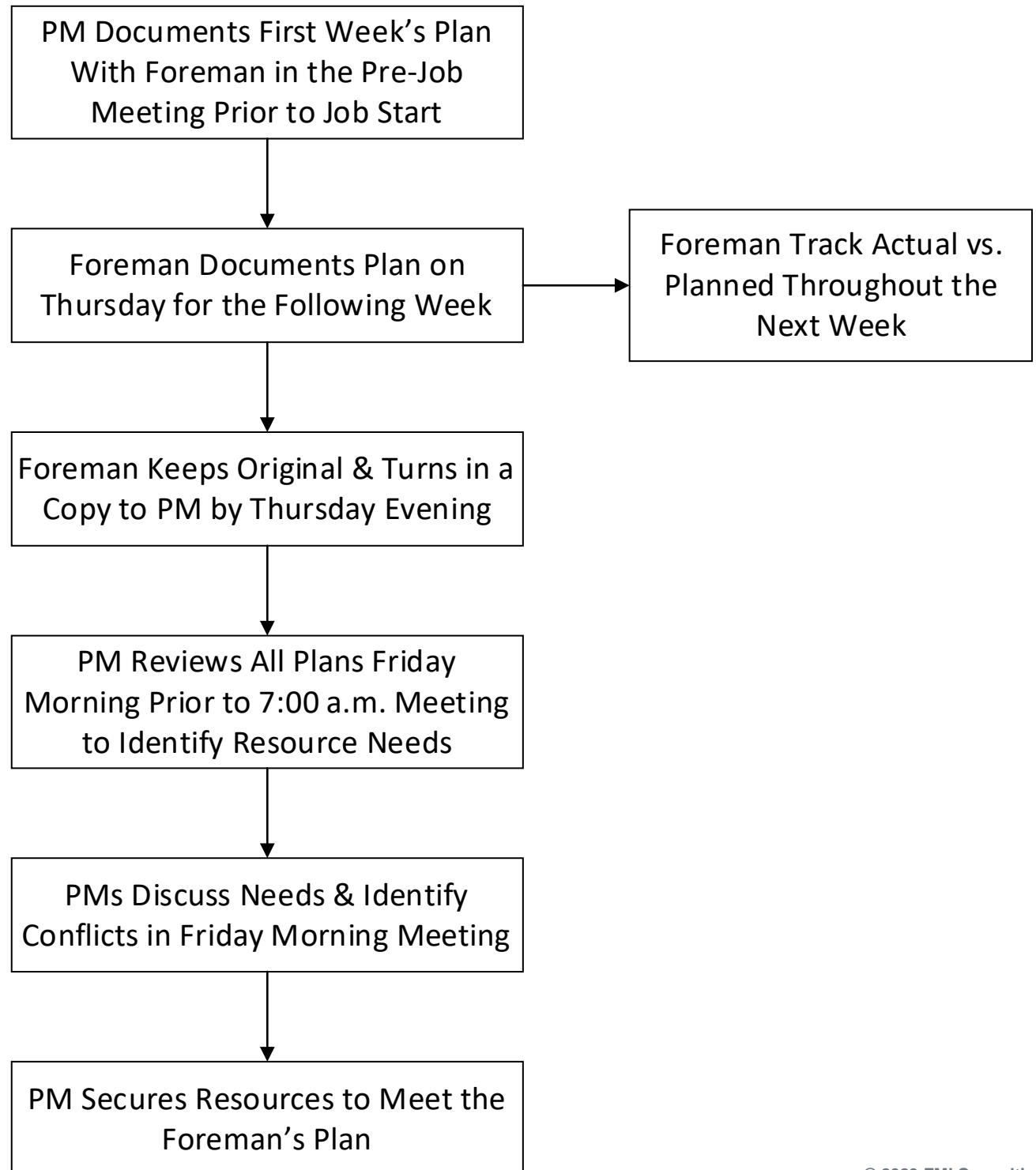


EXAMPLE

Short-Interval Planning Process



EXAMPLE Short-Interval Planning Tool

Objective= Fill out by Wednesday noon and review with work crew. Fax to office by the end of the workday on Wednesday of each week.

Project Manager _____

Week Ending _____

PROJECT _____ FOREMAN _____	Manpower <i>(Indicate how many people you will need on each day)</i>							What materials & equipment are needed to complete planned work for next week?	Are materials on site?		Is this a "Repeat Request"?	
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		Yes	No	Yes	No
What work is planned and scheduled to be completed next week?												
What alternate work is planned if scheduled work happens to fall through? (i.e., PLAN B WORK)												
Total manpower needed to complete next weeks work.												
Did you receive a follow-up phone call from your project manager discussing last week's 1 week look-ahead? <input type="checkbox"/> YES <input type="checkbox"/> NO								Did you discuss this with your crew before sending it in? <input type="checkbox"/> YES <input type="checkbox"/> NO				
What subcontractors do you need next week?												
What issues need resolutions or answers? From whom do you need answers? When is it needed?												
What plans should we be making beyond the next week? Who should be planning? When will it be critical?												
Do you have any foremen working on your project next week? If so, please list them below and the expected durations.												