

Planning Roles and Responsibilities

Project Planning Responsibilities

Jacobs



A1 Morpeth to
Ellingham

Discipline Leads

- Weekly
 - 4 Week Lookahead Planning
 - Review & adjust activities in Apex for the upcoming week
 - Breakdown activities if required
 - Attend Production Management Meeting (Update on previous week complete / not complete, escalate any constraints or blockers)

Planning Manager

- Weekly
 - Apex & P6 cross referencing & reconciliation
- Monthly
 - Provide updated P6 XML Export to support Apex Planner importing
- Quarterly
 - Overall P6 updates and sequence optimisations following outputs of Collaborative Planning sessions

Lean Production Manager

- Weekly
 - Facilitate the Weekly Production Meeting to review Apex Planner updates and capture actions, concerns and mitigation activities
 - Produce Lean Production Control dashboard detailing PPC, issues and mitigations
- Monthly
 - Import P6 XML Extracts into Apex and distribute to work to Discipline Leads
- Quarterly
 - Facilitate Collaborative Planning sessions to align the P6 programme with set milestones. (Quarterly)