

## **SCHEDULER PLANNER**

### **Responsibility**

- Develop and maintain appropriate and accurate schedules and schedule basis. These tools help support efficient execution of work, cash flows, and cost forecasts.
- Act as a scheduling single point of contact for assigned project/TA execution team.
- Provide comprehensive and accurate schedule reports using data from both client systems and contractor supplied information including appropriate level of analysis to ensure a “no surprise” approach.
- Support construction activities in the field.
- Closely monitor scheduling performance against realistic targets to ensure that objectives and key performance indicators are met.
- Implement appropriate levels of field quantity and schedule analysis to validate contractor field progress.
- Identify, analyze, and respond to project opportunities, risks, and uncertainties.
- Ensure appropriate application of change control process.
- Review contractors' schedules for accuracy.
- Facilitate interactive planning sessions, integrated scheduling sessions, etc.
- Apply client’s scheduling policy, procedures, processes, guidelines, tools, and templates.
- Maintain compliance with client’s Published Guidelines and Common Process as it relates to schedule controls.
- Support team with stage gated process.
- Work with site resources to complete all closeout requirements including lessons learned exercises.
- Develop earned value reports.
- Evaluate critical and near critical path activities.
- Support continuous improvement efforts for the scheduling team and assigned controls team.

### **Senior Minimum Requirements**

- BS Engineering, BBA Business, BS Construction Technology, or 10+ year equivalent work experience

### **Junior Minimum Requirements**

- BS Engineering, BBA Business, BS Construction Technology, or 3-5 years equivalent work experience.