

3-Week Planner Best Known Methods

- Task Description & Duration:
 - First! Make sure all GC scheduled items are included in the 3-week plan.
 - Next, include all additional required tasks that are not included in the GC schedule.
 - Rule of thumb - No task should be longer than 3 days (especially in the first week).
 - Break larger tasks down into smaller components – by room #'s, column lines, N/S/E/W, footages, etc.
 - Use hours instead of men, days, or x's. Some tasks do not require an 8-hour day.
 - Totals at bottom of page should represent daily manhours spent.
 - Each line item of a 3-week plan creates a work task plan specific to the task.
- Alternate Work:
 - Include as much alternate work as possible. This is not just for your crew. Other crews may rely on this work if they get shut down in another floor or area.
 - Alternate work is typically a task that can float anywhere within the 3-week plan.
 - Make sure to have necessary tools, info, & materials ready for alternate work.
- PPC (Percent Plan Complete):
 - Statistics show [54% of commitments made on construction projects were completed on time.](#)
 - EXPECT & ANTICIPATE CHANGES TO “THE PLAN”! – This is precisely what we plan for!
 - Carry over unfinished work into next week's 3-week plan.
 - Work not completed due to reasons **outside our control** shall be documented. (Daily Job Report)
 - Work not completed due to reasons **within our control** should be carefully analyzed – this is our opportunity for biggest improvement! [PDCA](#)
- Manpower:
 - **Manpower should be increased/decreased according to 3-week plan.**
 - FM should **prove** manpower fluctuations to GF using a highly detailed 3-week planner.
 - Include names/initials of crew members planned to accomplish each task.
 - Use ?? in the name column for tasks that do not have manpower readily available.
 - GF should **prove** manpower fluctuations to Superintendent using a broader, comprehensive version of all FM 3-week planners.
- Due:
 - FM 3-week planners are due to GF on Wednesday before noon.
 - GF 3-week planners are due to Superintendent on Thursday.
 - This provides an opportunity to order necessary manpower on Friday.
 - Confirm dates with Area Superintendent
- General:
 - Planning takes practice!
 - Review & compare with peers and veteran leadership.
 - Schedule \neq Plan, Schedule = When, Plan = How
 - 3-Week Plans, Pre-Task Work Plans, Work Task Planners, and pull planning should coincide and complement each other.