

Lead Scheduler Job Description

Reporting To: Business Manager

Summary: Responsible for management level schedule development, progress monitoring, reporting and forecasting within the Business Team, including summary level integration of Contractor schedules within the overall project schedule.

Specific Responsibilities:

Procedures:

- Maintain project planning and scheduling control procedures
- Review and audit Contractor related procedures and processes

Schedule and Progress:

- Maintain Project's planning and scheduling control system; ensure system interfaces effectively with Contractors and Project Team systems
- Maintain Project Work Breakdown Structure (WBS); ensure conformity with the cost and estimating structure
- Prepare and develop appropriate detailed and summary project control schedules; incorporate summary level contractor schedules
 - Implement and monitor schedules within each project stage and for entire project until completion/close-out
- Ensure that schedules incorporate critical and interface milestone dates
 - Establish appropriate benchmarking metrics

Change Management:

- Provide schedule input to the change management procedure
- Monitor and trend changes to schedule float and contingency

Risk Management:

- Provide input to schedule element of the risk management plan
- Provide input to the development of risk mitigation plans

Reporting:

- Implement project wide progress measurement and reporting system; incorporate roll-up levels, section weightings, manpower histograms, productivity calculations and report cycle calendar
- Audit contractors reported progress and forecasts
- Ensure that variance analysis is performed, clearly reported and mitigation plans developed
 - Develop and issuing various reports to appropriate stakeholders

Contact:

Darah Cunningham

Senior Resources Consultant, CCL Contracts Consultancy Inc.

11490 Westheimer, Suite 850, Houston, Texas 77077

Phone: (713) 425-6389

Fax: (713) 783-0067

Email: darah.cunningham@cclglobal.com

Website: www.cclglobal.com

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