

I'm not robot!





Contractor's Name: [Van Construction Services Corp.]		Insert Company Logo									
Contractor's Address: [1302 Houston Ave, Houston, TX 77009]											
Project Name: [Two-Story Office Building]											
Project Number: [1345-20]											
TWO WEEKS LOOK AHEAD SCHEDULE											
Work No.	Description	Target Schedule		Actual Work		Previous Week	Current Week	Next Week	Sick	TOTAL	
		Start	Finish	Start	Finish						



TEMPLATE.NET

## Shift Schedule

For the Week of: **10/10/2004**

Department Name: \_\_\_\_\_

Monday	7:00:00 A.M.	8:00:00 A.M.	9:00:00 A.M.	10:00:00 A.M.	11:00:00 A.M.	12:00:00 P.M.	1:00:00 P.M.	2:00:00 P.M.	3:00:00 P.M.	Sick?	TOTAL
Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9
Tom Y		cashier	cashier	cashier	cashier						4
James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Sean P										Sick	0
Teresa A						cashier	cashier	cashier	cashier		4

  

Tuesday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick?	TOTAL
Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9
Tom Y		cashier	cashier	cashier	cashier						4
James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Sean P										Sick	0
Teresa A						cashier	cashier	cashier	cashier		4

  

Wednesday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick?	TOTAL
Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9
Tom Y		cashier	cashier	cashier	cashier						4
James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Sean P										Sick	0
Teresa A						cashier	cashier	cashier	cashier		4

  

Thursday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick?	TOTAL
Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9
Tom Y		cashier	cashier	cashier	cashier						4
James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk			7
Sean P										Sick	0
Teresa A						cashier	cashier	cashier	cashier		4

  

Friday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick?	TOTAL
Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9



--	--	--	--	--	--	--	--	--	--	--	--

Two week look ahead construction schedule. Building construction work schedule format. Construction work schedule format.

Read in conjunction with the overall project programme, look ahead schedules are used within the latter stages of the construction and commissioning phases of a project to help focus the planning, management, tracking, and completion of tasks and activities needed to close out its final stages. When implemented correctly, they can be a very useful tool - helping maintain focus, coordination, and speed. Below we will provide further information around these schedules, with a couple of free downloads if needed. Why are they used? In the latter stages of a project, trying to use the overall project construction programme, which could be 100's/1000's of lines long, to manage and track multiple tasks and activities, that need to happen in a particular sequence or at the same time can be extremely cumbersome, plus they may not contain the correct amount of detail required. Look ahead schedules [2 weeks / 3 weeks] provide a great way to help overcome this by using information from the overall programme and managing that information in an easier format. Benefits of a look ahead schedule are: they are simple, they are flexible, easy and fast to update, as in a format that all engineers and people can use, fine detail and sequences can be included, helping break down activities and tasks, simple delegation of tasks, aids in managing multiple stake holders, provide a clear understanding of the tasks and activities needing to be completed to meet the overall programme, simple tracking of complex tasks easy to share around the team. There can be multiple lookaheads being used on a project, depending on the discipline they are tracking: Builders work Building services installation Fire installations Final Finishing Commissioning activities Documentation Defects and punch list closeout How often are they updated? Once they are deployed on a project, the expectation is that they should be managed and updated daily. This is to monitor the progress of tasks and to provide an early warning of any potential issues or impacts for activities that are to be completed later in the schedule. Usually each evening, the team would report progress and the person in charge of updating would insert the relevant information into the schedules. When should they be issued/used? We generally find benefit in issuing/using them during the latter stages of a construction project, when the required tasks and activities are needing to be



finely managed and sequenced. What format should they be? The most common format we usually see is Microsoft Excel and the simple layout needed for the schedules. On occasions, Microsoft Project is used but this can create issues with people obtaining access due to license requirements. What should be contained in them? Lookahead schedules should be light simple and efficient, they are not intended to contain the information that we would generally see in the main construction programme. Areas they should cover are: project information,month, day and date,task reference number,task description,expected duration,responsible,procedure number (if needed),status / progress,notes,Lookahead Schedule Templates Below provides an example of how the 2 week, 3 week, 4 week and a bonus 52 week schedules can be formatted. Click the button below to download a full FREE open copy of these documents in Microsoft Excel. Two [2] week look ahead schedule template Three [3] weeks look ahead schedule template Four [4] weeks look ahead schedule template Related Articles Latest Articles If you would like to know more about the author, here is my Personal LinkedIn Account Download Two Week Look Ahead Schedule Template The purpose of the two-week look-ahead schedule is to plan labor activities and goals for the next two weeks. The focus is on the overall project schedule provided by the general contractor and the job site schedule you received from your project manager. This is what our managers, superintendents, and foremen must. do to ensure that projects are meeting or beating the estimated hours, controlling overall costs and maintaining the production schedule. Foremen and/or project managers should attend the weekly job progress meetings and discussions with the GC and other trades to find out how the job is progressing and what problems have arisen. They also should develop an Action Plan for eliminating these barriers. Before this meeting, they should walk the job, review what tasks need to be executed and plan activities for the next two weeks, with a focus on the schedule and labor budgets within the estimate. It is also important to look at previous labor productivity to determine if those goals were met. Other topics to discuss are materials needed, questions in need of a response and any necessary drawings/sketches. After the lookahead tasks have been specified, discuss them with the PM and superintendent, and give a copy to the GC for his input. The GC needs to be informed that any deviation from the look-ahead will ultimately put the production schedule behind. Since the "new emergency" was not discussed at the previous meeting, the task needs to be added to the next look-ahead. Maintain Job SchedulesBeat Labor BudgetsPlan Manpower, Materials and Tools Required for Task Completion>Note Information Required for Field Supervision>Note Coordination Needed from the GC or Other Trades.By using the look-ahead in conjunction with the job schedule, you can plan labor and be prepared to do specific tasks at pre-determined time intervals. The estimate provides a certain amount of labor hours for each task. The look-ahead guides manpower planning for a specific period of time. When used in conjunction with the schedule, you can pre-determine task accomplishment.By converting labor hours into man-days or man-weeks, production can be closely monitored. Tasks can be scheduled in the look-ahead meeting, with a direction toward higher standards than what was included in the estimate labor budget. Reasons for why field labor units may have exceeded estimate budget values should be documented on the look-ahead form. A plan needs to be implemented to regain those hours, and the vice president of the team informed.Plan Manpower, Materials and Tools Required for Task Completion: The look-ahead is critical for planning manpower, tools, equipment, and material. After analyzing the job schedule, plan manpower according to the duration of the project with the estimated hours broken down into tasks. If you plan your manpower efficiently, you will be assigned only the appropriate amount of manpower necessary to complete the various tasks.Note Information Required for Field Supervision: The foremen should note any information needed from the office— shop drawings, sketches, requests for information, etc. Questions should be listed and remain listed until answered. This allows the PM to document the information required and get responses from the GC.Note Coordination Needed from the GC or Other Trades. Tasks need to be coordinated not only with the GC but with all other trades. Once the look-ahead is completed, give a copy to the GC so that he knows your plan. Then he can coordinate all other trades with you. In sum, the Two Week Look-Ahead Schedule is a tool to help you maintain control of your work and also indicates how important planning is in meeting the overall job schedule. Tags Project Management Templates This new construction schedule template was designed to provide a very simple way to create a professional-looking road-map for multi-year projects. It is meant to be used for putting together an overview-type schedule for a project plan document rather than for ongoing project management. Check out Gantt Chart Template Pro for a more feature-packed Gantt chart tool. Advertisement Construction Schedule for Excel This template was designed to provide a very simple way to create a professional-looking road-map for multi-year projects. The bars in the schedule are created automatically using conditional formatting, and you can choose a color by entering a color-code in the Type column. Other formatting is up to you. See How to Use Conditional Formatting to Create a Gantt Chart. If you'd like to watch me create a simple Gantt chart in Excel, check out the following video on the Vertex42 YouTube channel: ► How to Create a Gantt Chart in Excel Construction Schedule for Basement Finish by Spreadsheet.com Author: Jon Wittwer Description Designed by Vertex42, this template for spreadsheet.com includes a Materials worksheet for listing costs and quantities of materials allowing you to estimate the total cost of a remodel project. A great demonstration of the features available in spreadsheet.com, including a fully functional Gantt chart. Weekly Construction Schedule 1 Excel (.xlsx) For: Excel 2007 or later 1 Google Sheets License: Private Use (not for distribution or resale) Description This version is basically the same as the one above except that it uses a weekly time period in the gantt chart area, and includes a scroll bar to adjust the range of dates displayed. Daily Construction Schedule 1 Excel (.xlsx) For: Excel 2010 or later License: Private Use (not for distribution or resale) Description Besides displaying the Gantt chart on a daily basis, this version includes the ability to define non-work days and lets you specify the work load for each task. A summary of the total daily work load is displayed at the top. Work Loading Part of planning a construction project can involve figuring out how many people you need on specific days. This version of the construction schedule shows how you can display and sum work loads. For each task, you assign a numeric work load in the "Load" column. This may represent the number of workers or some other quantity that you want to use as a metric. The gantt chart area uses a formula to display the work load for the task. A row at the top of the chart sums each column to show the total load for that day. Using the Construction Schedule Template Adding More Rows When you insert new tasks, you should insert a blank row between rows that have the formatting you want. If you do that, the formatting will be copied automatically. Enter Text Within the Gantt Chart I designed this template specifically to allow you to enter text within the gantt chart area, and you can see an example of that in the screenshot above. The problem is that text does not move if you adjust the start/end dates. However, if you are just wanting something simple for a project plan you are putting together, this template can work great. Text-based arrows or triangles such as ◀, ▶, ▲ and ▼ can be useful if you are adding text within the gantt chart area. Hint: If you want to use these characters frequently, you could add Auto-correct options via File > Options > Proofing to automatically convert "(" into ▶. Or, you can just copy/paste these characters from the text within the Help worksheet. You can add shape objects and text boxes in Excel by going to Insert > Shapes, so what you can do to label your construction schedule is almost limitless. However, adding text boxes and shapes is a manual process and the objects won't move if you adjust the start/end dates. Adding More Columns to the Gantt Chart If you want a construction schedule that can span a time longer than 5 years, you can copy the last 12 columns in the gantt chart and then paste the copied columns to the right of the gantt chart. Changing the Bar Colors The TYPE column can be used to choose a color for the bars in the schedule. If you want to change how this columns works, you will need to edit the conditional formatting rules. Conditional Formatting If you want to edit the colors used in the gantt chart, you will need to edit conditional formatting rules. To edit conditional formatting rules, go to Conditional Formatting > Manage Rules and select "This Worksheet" to see and edit all the rules. Creating Dependent Tasks When creating a project schedule, you often want to start one task when another task ends, and when you are creating your construction schedule, you probably want to set things up so that you can change a single start date and have all the other dates automatically update. The simplest way to create a dependent task in this construction schedule is to use a formula for the start task such as =end\_date+1 where "end\_date" is a reference to the end date of the predecessor task (so the formula might look like =C9+1. The following formulas are examples of what you can enter into the Start Date to create dependencies on a predecessor task: 1. Start Date is the day after the predecessor's end date =end\_date + 1 2. Start Date is the next Work Day after the predecessor's end date =WORKDAY(end\_date,1) 3. Start Date is 10 work days before the predecessor's end date =WORKDAY(end\_date,-10) Entering the Task Duration Instead of the End Date Gantt Chart Template Pro is designed to make creating dependent tasks easier and to allow you to use either calendar days or work days to define a task duration. But with a few Excel formulas, you can add some advanced functionality to even this simple construction schedule template. Here are a few formulas that you could use in this template to define an End date. You can look up the WORKDAY and WORKDAY.INTL functions in Excel help to learn more about how to use them. 1. End Date is 50 days after a start date =start\_date + 50 2. End Date is 50 work days after a start date (excludes Sat & Sun) =WORKDAY(start\_date,50) 3. End Date is 50 work days after a start date, using a custom work week and holiday list =WORKDAY.INTL(start\_date,50,weekend,holiday) 4. End Date is 3 months after a start date =EDATE(start\_date,3) 5. End Date is 12 weeks after a start date =start\_date + 12 \* 7

Copyright © 2012

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1

Page 1 of 1