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OUTSOURCING PLANNING AND SCHEDULING SCOPE OF WORK

A STRATEGIC APPROACH TO ENHANCE PROJECT MANAGEMENT EFFICIENCY



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INTRODUCTION

- **The strategic decision to outsource the planning and scheduling scope of work offers numerous benefits, including increased efficiency, access to specialized expertise, and cost savings.**
- **This presentation outlines the key considerations and steps for outsourcing these critical functions.**

WHY OUTSOURCE?

- Access to specialized expertise
- Cost savings on training and software
- Increased efficiency and focus on core competencies
- Focus on what's important to core business
- Flexibility to scale operations
- Enhanced quality of project planning and control
- 24*7 Availability

SELECTION CRITERIA FOR OUTSOURCING PARTNER

- **Proven expertise in project planning and scheduling**
- **Experience with projects of similar scale and complexity**
- **Competitive pricing and value proposition**
- **Positive client testimonials and case studies**
- **Ability to meet deadlines and communicate effectively**

SCOPE OF WORK

The scope of work includes, but is not limited to:

- Project planning and scheduling using Primavera P6
- Regular update and maintenance of project schedules
- Cost Control Reports
- Risk analysis and management
- Preparation of progress reports and dashboards
- Compliance with project standards and guidelines

SCOPE OF SERVICES

Baseline Deliverables	Monitoring & Reporting	Other Strategic Expertise
✓ Planning Package Preparation for Approved Scope of works along with detailed schedule basis statement	✓ Weekly Project Schedule updates (internally discussed, updated)	✓ Claims Management
✓ Develop Schedule Baseline Schedule in accordance with <ol style="list-style-type: none"> 1. Approved Contractual Milestones 2. Work Breakdown Structure 3. Schedule Legends & Customized calendars 4. Level-1, 2, 3 Schedules (Cost & Resources loaded) 5. Cost and cash flow profiling 6. Float Management report 	✓ Issue weekly & Monthly Project Reports ✓ Look ahead Schedules ✓ Manpower Plan vs. Actual updates ✓ Tracking and update Issue registers ✓ Updated Earned Value Report ✓ Monthly Cost Plan, Earned and EAC reports	✓ Develop Extension of Time Packages
✓ Develop S-Curves for Engineering, Procurement, construction and Closeout stages	✓ Update change management register	✓ Develop and Steward Project Key issues and Dispute Resolution Registers
✓ Engineering Document Registers with Earned Value Automation	✓ Update and Issue Risk Register	✓ Manage and update Change Registers
✓ Develop Procurement Registers with progress measurement included with rules of credit	✓ Weekly Status Pictures ✓ Participate weekly meetings (online)	✓ Develop and manage project planning, Scheduling and control procedures
✓ Resource Histograms (Manpower and Equipment)	✓ Issue weekly and Monthly highlights with action tracking	✓ As built and closeout package preparations
✓ Construction Progress Measurement Register	✓ Weekly update EPC tracking registers ✓ Pre-commissioning and commissioning status reports	
✓ Softwares – Primavera (P6) and MS-Office Professional	✓ Invoice Management (Milestone (or) Progressive payment)	

AREA OF WORK

- **Oil & gas installations**
- **Oil & gas shutdown and maintenance works**
- **Civil Construction activities**
- **Airport Baggage handling and screening projects**
- **Electromechanical Installations**
- **Testing and commissioning of electromechanical systems**

CONCLUSION

- Outsourcing the planning and scheduling functions is a strategic move that can significantly benefit project management by bringing in specialized expertise, enhancing efficiency, and achieving cost savings. With the right partner and a clear implementation plan, organizations can successfully outsource these critical functions.
- Can reach us for your meticulous planning and scheduling partner www.vmsplanners.com