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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"> <li>1. Approved Contractual Milestones</li> <li>2. Work Breakdown Structure</li> <li>3. Schedule Legends &amp; Customized calendars</li> <li>4. Level-1, 2, 3 Schedules (Cost &amp; Resources loaded)</li> <li>5. Cost and cash flow profiling</li> <li>6. Float Management report</li> </ol> | ✓ Issue weekly & Monthly Project Reports<br>✓ Look ahead Schedules<br>✓ Manpower Plan vs. Actual updates<br>✓ Tracking and update Issue registers<br>✓ Updated Earned Value Report<br>✓ 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<br>✓ 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<br>✓ 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](http://www.vmsplanners.com)