



Three Week Schedule Process

- Check that the project name is correct
- Update the month and dates along the top row. The first week should be the coming week, not the current or past week.
- Update the Activities for work that is to occur during the next three weeks
- Leave blank lines where appropriate for phasing or grouping of work
- Update the owner of the activity (Ball In Court or BIC)
- Create Activities broken down by contractor / sub-contractor, area, with no more than 5 days per task
- Place an X under the date that the work is to occur
- Update project milestones. Refer to the list of Standard Milestones or the Milestones for your particular project
- Save the sheet as a PDF and email once a week to the Construction Manager by Thursday 12:00.