

<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>PC-06</b>
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 1 of 6
<b>Title: Schedule Management</b>		

## 1.0 PURPOSE:

The purpose of this document is to define the procedure for preparing the production schedule, Master Program Schedule (MPS), cash flow, and Master Cash Flow documents.

## 2.0 RESPONSIBILITIES:

- 2.1 Project Delivery (PD) Phase Manager or Designee – The PD Phase Manager or Designee shall be responsible for acceptance of the Master Cash Flow.
- 2.2 PD Manager of Program Controls (PD MPC) – The PD MPC shall be responsible for the review of the Master Cash Flow.
- 2.3 PD Program Controls Lead – The PD PCL shall be responsible for assigning the PD Scheduler to develop the Master Program Schedule and production schedule, if applicable and reviewing the Master Cash Flow.
- 2.4 PD Scheduler – The PD Scheduler shall be responsible for assembling and reviewing the Master Cash Flow, developing the production and MPS schedules, addressing comments to update the schedules, and assembling the cash flow. In addition, the PD Scheduler is responsible for distributing all approved schedules to appropriate parties and archiving all final documents.

## 3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all Project Delivery (PD) corridors / projects.

## 4.0 REFERENCES:

- [PC-03](#) Exception Reporting procedure

## 5.0 DEFINITIONS & ACRONYMS:

### 5.1 Definitions

- 5.1.1 **Production Schedule** – The detailed schedule developed by the PD Scheduler and is used to manage the corridor / project work plan.
  - 5.1.2 **Individual Cash Flow** – Each corridor / project under construction shall have a cash flow, including contract descriptions, values, spent amount and forecasted monthly payments, prepared by the PD Scheduler using the MPS.
  - 5.1.3 **Master Cash Flow** – The Project Delivery program-wide cash flow assembled by the PD Scheduler into one document using the individual corridor / project cash flows.
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<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>PC-06</b>
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 2 of 6
<b>Title: Schedule Management</b>		

- 5.1.4 **Monthly Corridor / Project Detailed Report (MCPDR)** – A monthly report providing detailed contractual financial information for active, inactive, and closed contracts associated with the corridor / project. Forecast information is not included.
- 5.1.5 **Project Scope** - The instrument used to define the scope, budget and schedule of the PD corridor / project. It also identifies the responsible and contributing parties, and may summarize the status of any existing contracts or agreements. It conveys any important project milestones not already noted such as public meetings and public hearings.
- 5.1.6 **BSF Meeting** - A Budget, Schedule, Forecast meeting is held each month or quarterly with the PD Phase Manager or Designee, PD MPC, PD PCL and Subject Matter Experts (SMEs) to discuss the status of a corridor / project.
- 5.1.7 **Primavera** – The scheduling software NTTA currently uses.

## 6.0 PROCEDURE:

- 6.1 **Production Schedule Updated** – The PD Scheduler shall use Primavera to update the production schedule based on the previous month’s markups. The PD Scheduler will progress the production schedule to the last day of the previous month. The updated production schedule information shall be reviewed against the schedule dates documented in the corridor scope.
- 6.2 **MCPDR Updated** – The PD PCL notifies the PD Scheduler that the current MCPDR is ready for use.
- 6.3 **MPS Updated** – The PD Scheduler shall update the Master Program Schedule with production schedule and MCPDR cost and contract information per the work instructions if the project is currently in design or construction phases, if not, the previous month’s cash flow will be updated in Excel.
- 6.4 **Develop Cash Flow** – The PD Scheduler exports the MPS cash flow information into Excel and cleans-up and reviews items using Checklist PC-06-F1. The PD Scheduler uses the forecast information provided by the PD ROW Acquisition Team consultants as the cashflow for ROW acquisition and utility relocation costs if applicable. In the same manner, the PD Scheduler uses the earned income forecast from the contractors for any on-going construction projects.
- 6.5 **Compile Master Cash Flow** – The PD Scheduler compiles the individual corridor cash flows into one Master Cash Flow in Excel. The PD Scheduler performs a review using Checklist PC-06-F1.
- 6.6 **Master Cash Flow Accepted/Rejected** – The PD PCL shall review the Master Cash Flow for compliance using Checklist PC-06-F1 as well as other criteria, and if rejected, provide edits to the PD Scheduler for incorporation and re-review by the PD PCL.
- 6.7 **Budget-Schedule-Forecast (BSF) Meetings** – The PD MPC, SMEs, and PD PCL shall review the forecasts, the production schedule, if applicable and the Master Cash Flow. The PD Phase Manager or Designee shall accept the Master Cash Flow as is or conditionally pending small updates to be incorporated by the PD Scheduler.

NTTA Projects	Original Issue Date: 06/05/2008	PC-06
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 3 of 6
<b>Title: Schedule Management</b>		

- 6.8 **Incorporate Updates** – The PD PCL shall work with the PD Scheduler to incorporate changes to the Master Cash Flow based on information provided by the BSF Meeting participants. The PD Scheduler shall submit the updated Master Cash Flow to the PD MPC for review.
- 6.9 **Master Cash Flow Accepted/Rejected by PD Program Controls Lead** – The PD PCL shall review the incorporated changes to the Master Cash Flow from the BSF Meetings, and if rejected, provide additional edits to the PD Scheduler for incorporation and re-review by the PD PCL. When the Master Cash Flow is accepted, it shall be submitted to the PD MPC for review.
- 6.10 **Master Cash Flow Accepted/Rejected by PD Manager of Program Controls** – The PD MPC shall review the Master Cash Flow, and if rejected, provide additional edits to the PD PCL for incorporation and re-review by the PD MPC. When the Master Cash Flow is accepted, it shall be submitted to the NTTA Finance department and NTTA Cash & Debt Management for cash flow planning with notification sent to the AEDI and PD PCL.
- 6.11 **Archive Documents** – Once the PD MPC sends the accepted Master Cash Flow to the NTTA Finance department, NTTA Cash & Debt Management, and the AEDI, the PD Scheduler shall archive the MPS Schedule and Master Cash Flow documents into EPDS Content Management. The PD Scheduler shall also archive the Production and MPS documents in Primavera.

**7.0 REGULATORY REQUIREMENTS:**

N/A

**8.0 RELATED BOARD POLICY:**

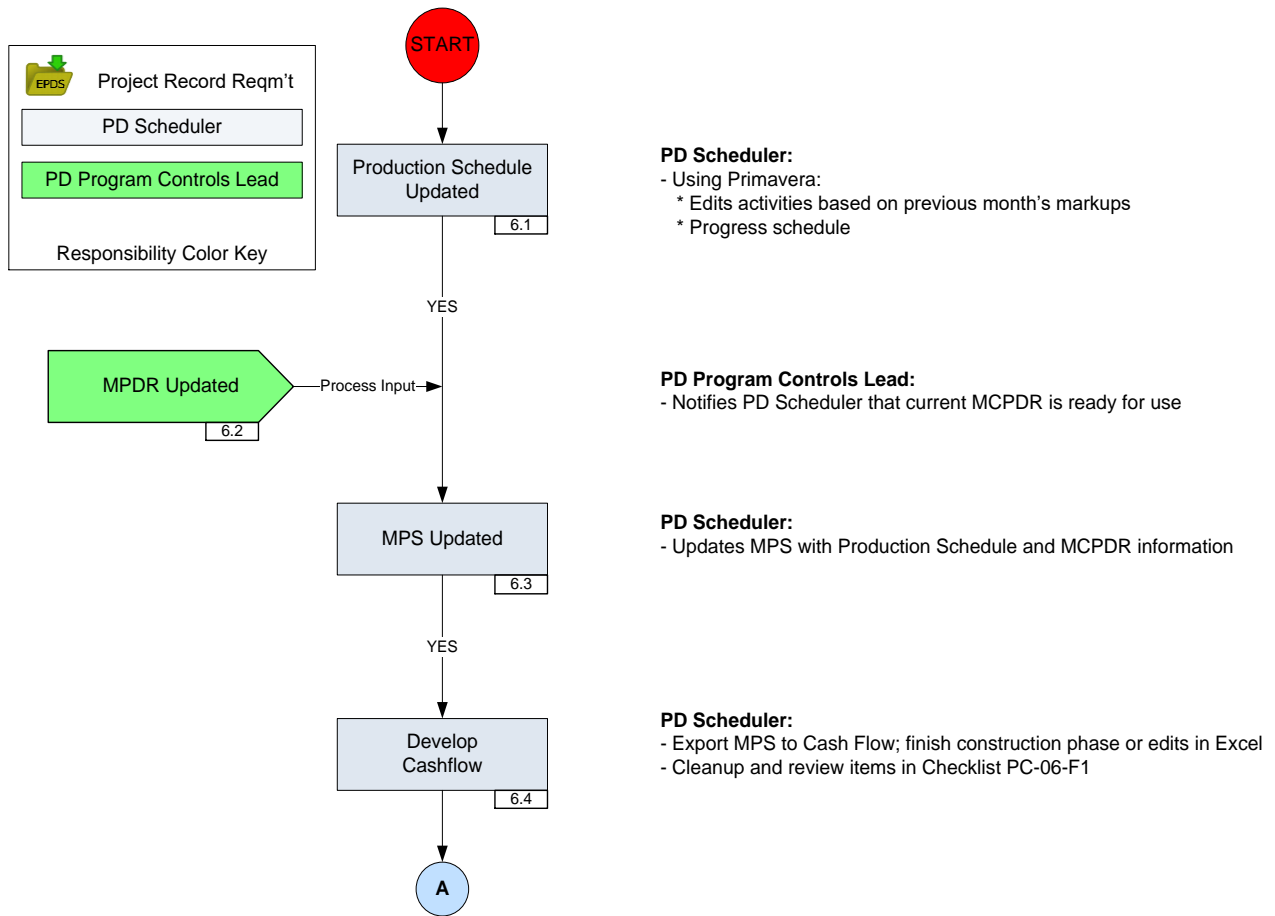
N/A

**9.0 COMPONENT DOCUMENTS:**

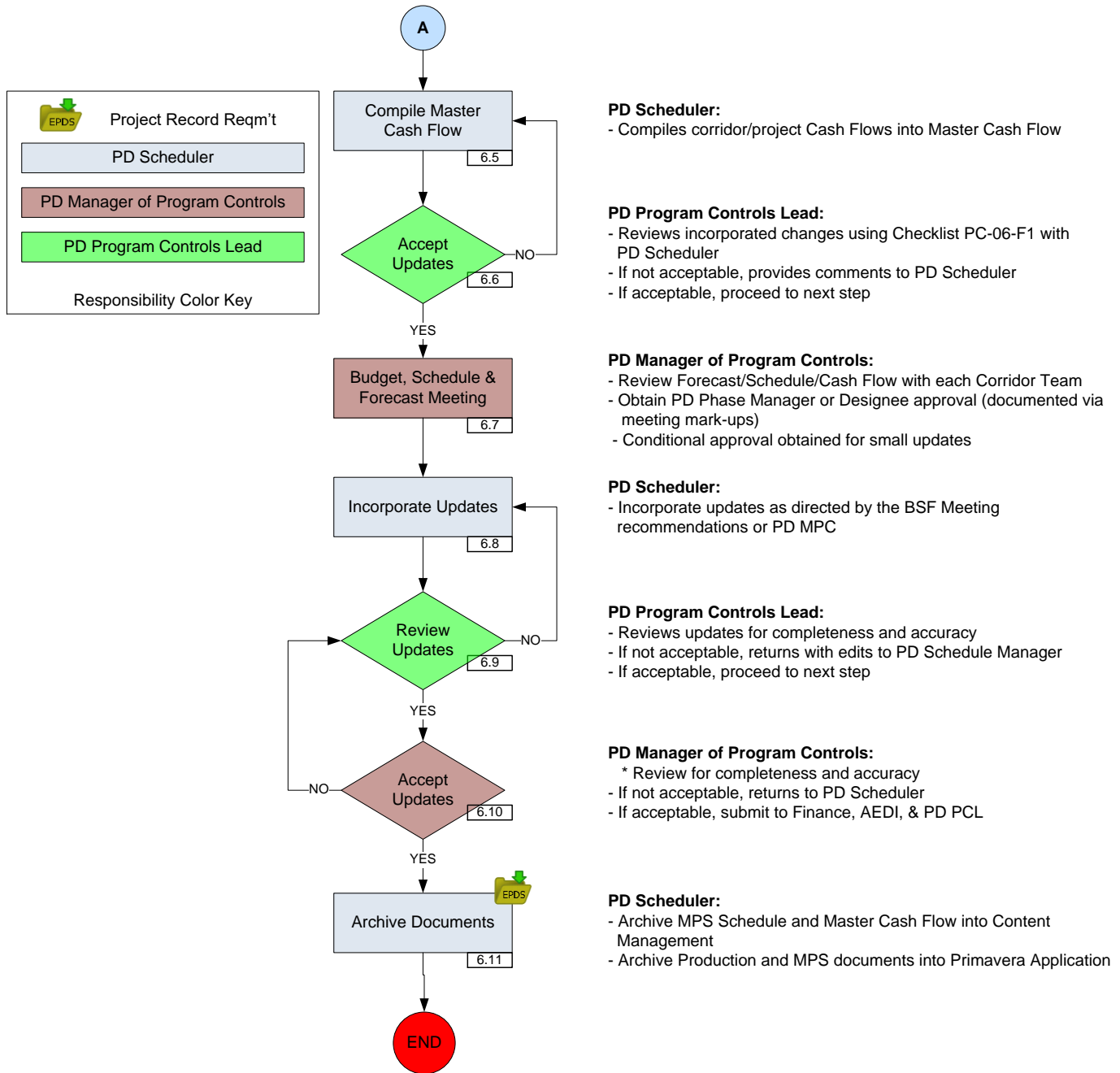
[PC-06-F1](#) Cashflow Review Checklist

NTTA Projects	Original Issue Date: 06/05/2008	PC-06
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 4 of 6
Title: Schedule Management		

**10.0 FLOWCHART:**



NTTA Projects	Original Issue Date: 06/05/2008	PC-06
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 5 of 6
<b>Title: Schedule Management</b>		



<b>NTTA Projects</b>	<b>Original Issue Date: 06/05/2008</b>	<b>PC-06</b>
Resource: Program Controls	Revision 6, Issue Date: 8/29/2017	Page 6 of 6
<b>Title: Schedule Management</b>		

**11.0 REVISION HISTORY:**

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Lisa Thomas	06/05/2008		Original Issue
1	Lisa Thomas	06/24/2008		Modified sections 7.3, 7.6 and added 7.7
2	Lisa Thomas	09/25/2008		Modified 7.5 to delete 60% PS&E construction schedule review and changed references from PC-04 to PC-01.
3	Jason Stuart	08/04/2010	<b>10220</b>	Complete re-write of text to reflect current operating procedure and added new linear flowchart
4	Lisa Thomas	04/28/2011	<b>10279</b>	Revised Section 2.2 to change titles in response to organization chart changes. Revised Sections 6.11, 6.13, 6.14 and 6.15 revised to comply with responsibility changes listed above. Revised PC-06-F1 Cashflow Review Checklist in response to organization chart changes.
5	Lisa Thomas	10/10/2011	<b>10355</b>	Update position/department title in text and flowchart.
6	Angela Harden Kindel	07/19/17	<b>10655</b>	Update position/department title and streamlined procedure in text and flowchart.