EPG 119 – Project Schedules

119.1 Definitions

Baseline 0 – The current project schedule which is represented in the reporting dashboards

Baseline 1 – The first historical copy of the schedule. Other historical records can be established if major schedule changes occur and will follow numbering succession (2,3,4 etc.)

Publish – When schedule progression changes are officially updated to the reporting dashboards

Predecessor – A task which must be completed before another task can begin

119.2 General

This article outlines the actions required to develop and maintain project schedules. Accurate project schedules serve as the foundation for successful project delivery and are critical to the communication of progress in delivering the Statewide Transportation Improvement Program (STIP).

 The Project Manager, with close collaboration and support from Core Team Members, is responsible for the development and management of the project schedule.

119.3 Establishing a Standard Project Schedule

All project schedules shall be established utilizing one of the five available standard project schedule templates.

A standard schedule template is selected by the project manager and then created in the project scheduling tool by the Central Office Design Division for every project in the approved STIP.

Standard Schedule Template Options are:

1. Full Design Project
2. Consultant Design Project
3. Consultant On-Call Design Project
4. MoDOT Design Project
5. MoDOT Short Project

A detailed breakdown of tasks and milestones for each schedule template can be found on the Project Scheduling Tool sharepoint site.

119.4 Setting Schedule Baseline and Baseline Modifications

Project Managers shall work with the project core team members to establish tasks needed for the delivery of the project and the realistic task durations of time expected to start and complete each task.

When all tasks and realistic completion durations are established, the project manager shall set the project baseline 0 for project reporting and baseline 1 for a historical schedule record.

In the event a schedule must change significantly enough such that the letting date must move, the project manager shall modify all tasks and durations to establish the new project schedule and re-

baseline the project as baseline 0 for reporting and baseline 2 for the next historical schedule record. If needed, the schedule may continue to be re-baselined as baseline 0 and baseline 2,3,4 etc.

119.5 Major Milestones

All project schedules include major milestones. These major milestones are shown with MM next to their name. The Major Milestones shall have 0 duration and the milestone name shall not be modified.

If a Major Milestone is determined to not be necessary for a project the Major Milestone may be deleted or inactivated on the schedule. If a Major Milestone is deleted the schedule should be revised for any tasks that had the Major Milestone as a predecessor.

119.6 Project Schedule Updates

All project schedule tasks shall be updated in the project scheduling tool as the project progresses. Project managers shall publish schedule updates no later than the following publishing timelines:

> Current STIP Year Projects – 30 days
>
> STIP Years 2-3 – 90 days
>
> STIP Years 4-5 – 120 Days

119.7 Project Schedule Communication and Collaboration

Project core Team Members are encouraged to review all schedules on a regular basis for critical path task durations via the project delivery [Reporting Dashboards](#).

Core Team Members should regularly communicate with project managers about the duration of critical path tasks such as bridge plans, environmental review(s) and permitting, right-of-way acquisition, railroad coordination, utility coordination, etc. to ensure adequate durations are accounted for in the project schedule and adjustments made as needs are identified throughout the project.

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