Scope of Work of Planning Cell, Pre-Construction Team (formerly known as Scheduling cell)

Corporate Team:
Members: HOC, 2 * level 2, 2/3 * level 3

Key Responsibilities:

1. Setting of level 1 and 2 schedules.
2. Communication of Concept and Delivery Schedule to concerned, as per policy timelines and formalize sign off and agreement with internal stakeholders (Design, Procurement, Contracts, Project Lead, Director in charge and COO).
3. Communication of Marketing Schedule for launch.
4. Collating and providing following reports:
    a. Monthly site Progress report & Exceptions Report to COO / Director.
    b. Payment-linked Stage Initiation report, along with Architect Certificate, to Customer Care, along with forecast of when next two payment-linked stages would become due + monthly update if this forecast of next two payment-linked stages is likely to change by more than 15 days.
5. Training and guidance to all site-based Planning associates.
6. Review and updation of policy.
7. SAP-related activities eg. WBS structure input.

Site Associate (Planning & Co-ordination Engineer):
1 level 2 / 3 associate will be dedicated as Planning Engineer at all Large and Very Large sites (viz. sites with BUA > 8 lakh sq. ft.). The role of this Planning Engineer will be to be a 'left-hand' man of the Project Manager.

Key Responsibilities:

1. Preparing, monitoring and updating level 3 and 4 schedules for the site.
2. Preparation and management of 3-month forward looking schedule.
3. Co-ordination, on behalf of Project Manager, with all operational departments (Design, Pre-Const, Procurement, FM, Stores, QC) to ensure that pre-requisites / critical path items of 3-month forward looking schedule are focused upon and done as per plan.
4. Basic QS for resource planning purposes.
5. All co-ordination and planning related activities as may be required by Project Manager from time-to-time.
6. Communication at site (oral, visual, written) of key goals and targets.