



**Friday, March 16 and 23,  
2012**

**8:00 am - 4:30 pm and**

**Friday, March 30**

**8:00 am - Noon**

EMU Livonia  
38777 W. Six Mile Rd.  
Suite 400  
Livonia, MI 48152

\$285 Member  
\$342 CIAP Member  
\$399 Non-Member

**Registration deadline:**  
Wednesday, March 7, 2012

Register online via our website  
(agcmichigan.org) OR e-mail  
vgotts@agcmichigan.org.

**Please note:**

In order to receive a refund  
due to cancelation you must  
submit notice via e-mail at  
least 48 hours in  
advance of the class start time  
to [vgotts@agcmichigan.org](mailto:vgotts@agcmichigan.org)

No shows will be charged the  
entire course fee.

Substitutions are welcomed -  
please let us know who will be  
attending in your place.

# PLANNING AND SCHEDULING



## Unit 5 of the Supervisory Training Program.

The Supervisory Training Program (STP) developed by AGC, is designed specifically to meet the needs of the construction industry. Developed, updated, and field-tested by and for contractors, the Program consists of 12 courses that focus on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials, but each course stands alone.

### UNIT 5: Planning and Scheduling

This 20-hours course includes the following sessions:

- **Introduction to Planning and Scheduling:** previewing concepts and skills used in planning and scheduling; defining the planning process; comparing day-to-day planning with long-term planning.
- **Preparing the Project Plan:** defining construction activities; activity scope or size; duration of activities; putting the activities together; activity relationships.
- **Communicating the Plan:** what needs to be communicated; developing and using the Bar Chart; the tabular schedule; scheduling material delivery.
- **The Critical Path:** network scheduling and the critical path; calculating lag into the network.
- **Computer Scheduling I and II:** introduction to computer use in scheduling; inputting data; the use of constraints in the scheduling process; using the resources feature with scheduling software; sorting and filtering activities; formatting options.
- **Using the Schedule on the Jobsite:** crew allocation using the schedule; information for subcontractors and suppliers; the short-term schedule.
- **Updating the Construction Schedule:** using the short-term schedule; updating the schedule .
- **The Schedule as Documentation:** schedule revision after update; the schedule as documentation; subcontractor delay.
- **Using Planning and Scheduling:** the schedule as a tool with change orders; the schedule as a payment schedule; analyzing a change.

### PROGRAM FACILITATOR

The facilitator for this **20-hour course** will be Jamie Scigliano. Since the late 80's, Jamie has been involved in many facets of the construction industry, with experience in commercial, industrial, and residential projects including over 10 years with the Barton Malow Company. Since 1999, Jamie has been associated with Eastern Michigan University, first as a graduate student, and currently as a full time lecturer in the Construction Management Program. Jamie continues to teach while pursuing consulting and contracting projects outside of the University.

AGC of Michigan \* 2323 N. Larch Street, Lansing, MI 48906

517.371.1550 517.371.1131 (fax)