

LDC 2-6: Project Schedule Review

ABSTRACT

When a firm is contemplating the pursuit of a new project, the initial step should be a meeting of staff to be involved in the project so that the project schedule can be discussed. Items such as the client's expectation of project schedule, agency review times, sub-consultants work duration, as well as your firm's required time should be discussed. A draft schedule should be prepared by the PM in advance so all can review and be prepared for input and discussion. After this meeting, the firm should be in a position to determine if the schedule is realistic or if modifications should be requested from the client.