

Monthly Management Schedule

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WEEK 1: LABOR PROJECTIONS REPORT

Tools Needed:

- Prior month's Labor Projections Report (LPR)
- Prior month's PDS Budget Worksheet located in Project Binder
- Cost Loaded Schedule

Responsibilities:

Studio Director:

- Review with Project Leaders

Project Leader:

- Review/Update LPR.
- Conduct team meeting

Job Captain:

- Review schedule and LPR with Project Leader

Studio Assistant:

- Provide prior LPR to Project Leader on Monday
(J:/Studio Leighton/ Management Tools/ Labor Projections)

WEEK 2: PROJECT ESSENTIALS STATUS REPORT

Tools Needed:

- Project Binder
- Prior month's Project Essentials Report (PER)

Responsibilities:

Studio Director:

- Review with Project Leaders.

Project Leader:

- Review/update PER
- Conduct Team Meeting

Job Captain:

- Review Project Binder for accuracy of documents
- Update Project Schedule
- Update Task List
- Verify PDS

Studio Assistant:

- Provide PER to Project Leader on Monday
(J:/Studio Leighton/ Project Management/ Project Essentials Reports)

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WEEK 3: FEE BUDGET WORKSHEET

Tools Needed:

- Prior month's Fee Budget Report (FRP) located in Project Binder
- Project Summary Report (PSR) from Deltek (available second week of the month) from Tracy.
- Current Project Schedule (update the week prior) located in Project Binder

Responsibilities:

Studio Director:

- Review with Project Leader

Project Leader:

- Review FBR and update "Cost to Complete" hours
- Review project schedule, remaining hours available and estimated profit.
- Conduct Team meeting

Job Captain:

- Review schedule and available hours with Project Leader

Studio Assistant:

- Update "Actual" hours and costs per PSR
- Provide updated PBW to Project Leader on Monday (change dates)

WEEK 4: COST LOADED SCHEDULE

Tools Needed:

- Prior month's Cost Loaded Schedule (CLS) from Kari
- Detail Project Spreadsheet (DPS) (available third week of the month from accounting) from Carolyn
- Current Project Schedule (updated during second week) located in Project Binder

Responsibilities:

Studio Director:

- Review with Project Leaders
- Review with Principals

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Project Leader:

- Review/update CLS, give mark-ups to Kari
- Conduct team meeting

Studio Assistant:

- Provide last month's CLS to Project Leader on Monday