

Work Planning

The planning for execution of each scope of work generally follows the steps used for trade contractor integration, with the additional details focused on specific sequencing of the work and labor management, which is summarized in the Work Category Operational Sequence Plan (Work Plan). Complete the following plan for each “Definable Feature of Work.” DFOW

Purpose

Trade Contractor Planning

The following activities are completed by the trade contractor as their overall planning activities to understand and clarify their scope of work and to provide the team certainty on their ability to do their work right the first time.

Trade Contractor Onboarding

For each trade contractor, their successful onboarding provides them an understanding of the project requirements and procedures. This is accomplished by having them participate in a Project Procedures Meeting and working with them on initial Trade Contractor Work Planning.

Submittal Processing

Submittals required by the Owner Contract and McCarthy are processed through our Construction Management System in priority of construction sequence and procurement planning. A key part of processing submittals (and reviewing the contract documents) is the identification and resolution of questions through the Request for Information (RFI) process.

Draft Construction Checklist

A key part of our Quality Program is gaining alignment on how the trade contractor will document that they accomplished their work right the first time. This should be accomplished by having the trade contractor complete a construction checklist in our Construction Management System.

Procurement Confirmation. To maintain in the Project Schedule, it is important to track and confirm delivery of the items identified in procurement planning.

Team Alignment

The following activities are intended to gain team alignment on how the trade contractor will execute their scope of work, how they will verify their scope of work (construction checklist) and accomplishing a first in station verification with the team.

Pre-Installation Meeting

The pre-installation meeting is the last step in preparing for construction where all key project stakeholders (owner, designers, McCarthy, trade contractors and others) are able to align on how the scope of work will be accomplished and how it will be verified. Whereas the Project Procedure Meeting focused on the procedures and policy of the project (e.g., safety standards, etc.), the Pre-Installation Meeting focuses on how the work is actually going to be executed.

First Installation Verification

Each first installation of a scope of work shall be verified against the construction checklist and by relevant parties (owner, designers, authorities having jurisdiction, etc.).

Complete a DFOW Matrix “Definable Feature of Work” for the individual Work Package that your company is associated with. Use the “Work Category Operational Sequence Plan (Work Plan)” Template, to complete the work plans for each definable feature of work associated with your Work Package. Review with McCarthy Management.

Definable Feature of Work (DFOW) is defined as “a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule.