



INTEGRATED PROJECT DELIVERY (IPD)

a CULTURE where we PROMISE
what we are GOING TO DO and
DELIVER what we PROMISE.

— NCDOT's Project Delivery Vision

MS Project Schedule Template Guidance

Purpose

The purpose of Microsoft (MS) Project schedule template is to help Project Managers (PMs) stay on track and make sure all aspects required for project delivery are accounted for. To assist with this process, a standard format schedule template was developed for Project Managers and Professional Engineering Firms to use as guide. This template reflects the current environmental and design processes for Categorical Exclusion (CE) non-merger projects. It will assist Project Managers in communicating with all project team members what milestones are complete, in progress, and upcoming.

Intent of Template

This standard format template was developed to be used by Professional Engineering Firms to determine which tasks and activities in the template pertain to your specific project - it is designed to be customized to fit the needs and complexity of your project. The development and management of these detailed schedules will help Project Managers by supporting effective decision making and timely issue resolution to meet stakeholder expectations and deliver projects on time.

Key Characteristics of Template

- Designed for CE, non-merger projects
- Reflects the current delivery process (to be updated once the 30/60/90 design process has been established)
- Contains tasks that are not relevant to some projects - it should be customized to reflect the appropriate deliverables and tasks for your project.
- Task durations are not accurate (most are set to 5 days) and should be modified to suit your project.

Expectations

After the base project schedule is developed and accepted by the NCDOT Project Manager, updates to the project schedule are expected. Some of these updates may contain modifications to the timing of activities. In some cases, it may be determined that certain tasks may need to occur in parallel to keep the project on schedule. Professional Engineering Firms are expected to inform Project Managers about associated risks from modifying a schedule to show parallel tasks and obtain approval from the NCDOT Project Manager.

MS Project Schedule and SAP Milestones

NCDOT Project Managers will also need to follow standard policies for the changing of Major SAP Milestones once established. The four SAP Milestones listed below are the only four milestones listed in the standard MS Project template

- 1) Obtain Notice to Proceed,
- 2) Final Environmental Document Approved,
- 3) NCDOT Approves & Distributes ROW Plans,
- 4) Let Project

Resources

NCDOT provided an MS Project Schedule training in Spring 2019. Materials from that training is located on the Project Management Connect Site: [MS Project Schedule Training Documents](#)