# ROLLING 28 DAY SCHEDULE DEVELOPMENT PROCESS EXAMPLE

*The process makes the best use of all seven days in the week...*

## Thursday

0600 – 1400
*28 Day Scheduler*
Draft new 28 Day Schedule from 3 Month Schedule, adding a new 4th week and accounting for impact of last week's variation

1400 – 1500
*28 Day and 3 Month Schedulers*
Confirm alignment of 28 Day and 3 Month Schedules

## Friday

1500 – 1530
**Pre-Planning Meeting**
*FLM, Supervisor, Production & Planning Engineers and Scheduler*
Review new Week 4 and key changes to other weeks;
Identify Planning Checklists required

1600
Scheduler prints and releases 28 Day Schedule Draft 1

## Sat / Sun

**Saturday U/G tour**
*FLM, Supervisor, Production & Planning Engineers and Scheduler*
Inspect workplaces, prepare workers for input, issue Planning Checklists

Departments add the activities they must do to deliver and support the 28 Day Schedule;
Potential conflicts identified and resolved if possible;
Operations FLM reviews daily;
Completion deadline Monday 0900

**Workforce input to the schedule**
*Supervisor & Workers*
Specific jobs highlighted and requests made;
Planning Checklists issued/returned

## Monday

0900 – 1400
*28 Day Scheduler*
Compile information from departments and crews;
Variation to date considered;
Conflicts and synergies identified and escalated

1400
*28 Day Scheduler*
Issue Draft 2;
(All stakeholders to review before Wed Scheduling Meeting)

1400 – 1500
*FLM and 28 Day Scheduler*
Review Draft 2 to identify follow up required;
Feedback scheduled

## Tuesday

0600 – 1300
*28 Day Scheduler*
Review draft schedule on location underground;
Confirm all resourcing and set up is arranged

1530 – 1630
**Scheduling Meeting**
*FLM, Production & Planning Engineers and Scheduler*
Resolve all issues to date and issue Draft 3

1700 – 1800
**Work Cycle Meeting**
*Crew Reps*
Confirm work cycle sequence, support requirements and all crew capability

## Wednesday

0600 – 0900
*28 day Scheduler*
Update performance information for the 1430 Commit meeting

1400 – 1430
*FLM and Scheduler*
Review variation to current week's schedule; make final adjustments to Draft 3

1430 – 1500
**Schedule Commit Meeting**
*UM, FLMs, Scheduler*

1500 – 1700
*28 Day Scheduler*
Distribute committed schedule

1800
**Schedule Presentation**
*N/S Fly-out crew*
This week's results;
Preview their next week back on site;
Recognise their planning contribution to the new schedule

## Thursday

**Schedule Presentation**
*0600 D/S Fly-out crew*
This week's results;
Preview their next week back on site;
Recognise their planning contribution to the new schedule

**Schedule Review Meeting**
*Management Team*
Distribute NCAPs

**Schedule Presentation**
1800 *N/S Fly-in crew*:
Status, results, next week, critical issues

## Friday

**Schedule Presentation**
0600 *D/S Fly-in crew*:
Status, results, next week, critical issues

*Fly-in crews* – second shift back:
Identify new 28 Day Schedule critical issues and set up for planning activities

Formal Group Meetings with Agenda

*...to ensure maximum opportunity for quality input from all stakeholders*

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