

**Work Plan No. A.01-02 Sr. Lead Scheduler & District Resource Loading /
Forecasting in PM Planning & Scheduling Group**

Scope:

Specific duties and responsibilities shall include the following:

- a) Perform complex scheduling, planning, analysis, record keeping, and other management reporting related to Districtwide schedules.
- b) Make recommendations for action and assists in policy and procedure implementation.
- c) Assist other divisions and departments with the set-up/coordination of dedicated scheduling deliverables.
- d) Provide resource, manpower and equipment supply and demand forecasting , using graphs and charts to represent relationship of demand to supply, by interfacing with Program Managers, group managers and project managers.
- e) Present data to group management.
- f) Identify and implement methodology of interfacing Resource Data Base (RDB) with P6 to allow for resource impacts using actual and "what-if" scheduling analyses.
- g) Correlate the variances of previous schedules of partnering departments to capture, analyze, and recommend strategies to overcome conflicts.
- h) Prepare, update, and distribute short, medium and long term Look-ahead schedules.
- i) Regular updating of Look Ahead Schedule changes in RDB and reporting changes.
- j) Coordinate with resource forecasting by sharing resource data base information with other groups outside of Capital Strategic Scheduling.
- k) Attending weekly and monthly coordination meetings
- l) Any additional duties requested by BART.

Knowledge of:

- a) Principles and techniques of Primavera (P6) scheduling.
- b) Principles of internal P6 schedules during all stages of the project lifecycle, from project scoping & design through execution and handover to Facilities.
- c) Critical Path Method as well as offering alternatives to regain schedule delays
- d) Early reporting of project schedule/scope challenges and provide solutions to mitigate any risks.
- e) Manual and computerized maintenance scheduling, tracking and reporting systems and their operation
- f) Project risk management principles, practices, standards and methods
- g) Development of an Integrated Master Schedule (IMS) and managing schedules at a program/portfolio level
- h) Understanding and execution of strategic planning, short-term, mid-range and long-range planning.
- i) A working knowledge of the BART operating system with respect to access, maintenance support, and its correlation to planning and scheduling in forecasting work scope.
- j) Effective communication skills both written and verbal

- k) Interpersonal skills: Establish rapport and manage relationships with various parties including employees, contractors, suppliers and clients involved in the execution of the projects.
- l) Operating computerized maintenance scheduling, tracking and reporting systems through MAXIMO.
- m) Principles and techniques of MS Project, Excel, and PowerPoint.

Prime: JACOBS

Subconsultant	Amount	DBE (Y/N)	SBE (Y/N)
Harvest	\$ 330,288	Y	Y

Total Work Plan Value: \$ 366,746