**SLIDE #1 ELECTRONIC IWP CREATION**

# Scope

In the ever-changing world of construction is very important to plan in detail. However preplanning in detail can have its drawbacks if you don't remain flexible with your plans and deliverables. Methods have to be put in place in order to be able to change edit and update your IWPs in a quick and efficient manner. When initially creating your IWPs it is important that you create them first in a digital form, this may simply mean adding all documents or links to documents required for the IWP into one folder in a file structure built using intelligent nomenclature. As these IWP folders are created a log should be created and updated with these IWP names in order to be transmitted to document control, this will allow them to create placeholders in the document control management system to be populated later with the IWP contents as controlled documentation.

Creating an intelligently named file structure and maintaining all documents for the IWP in one digital location will allow you to start creating them much earlier and have the ability to modify, change and add to these IWPs. If too early in the process you start publishing your IWP in hard copy it will become very difficult to make changes or additions as revisions and scope changes are issued. IWPs should never be published in hard copy until within two weeks of execution.

Once the IWP scope is identified, and you have started to gather all of the required information and documentation into a digital folder, it will be possible to schedule and sequence these IWPs based on their intelligent nomenclature and roll up to the level three schedule. Once you have a rough schedule and sequence in place it is important to notify the support trades of the requirements to support this initial plan. Once the “soft” allocations have been made, you must now monitor these requirements as constraints. Many other constraints that were considered at the time of schedule and sequencing must also be monitored, such constraints as safety, permitting, quality control, IFC drawings, materials, prefabrication requirements, work access, lay down, craft availability, construction equipment and specialty tools. At this time, these constraints are monitored based on the schedule. All constraints must be considered prior to issuing the IWPs as hard copy. This may require multiple monitoring passes. During these monitoring passes you may deem it necessary to remove items from certain IWPs and place items in other IWPs in order to satisfy the reality of the constraints. This

ability to move tasks from IWP to IWP will be much easier in a virtual environment than if you had gone hard copy too early, having to collate and change documents in hard copy is very time consuming. Maintain all in a virtual environment until the last possible moment usually 1 to 2 weeks prior to execution. This 1 to 2 week period will be used to gather signatures and authorization for execution of contents.

# Assumptions

* Trade-specific planners are in place to create the IWPs.
* Planners have appropriate hardware/software available for creating IWPs.
* Process has been established for planners to work closely with document control.
* Functional level 3 schedule has been created.
* Regular planner/superintendent meeting is in place to address IWP scope and sequence.
* IWP creation process has support of management.

# Recommendations

* Planners may start creating virtual IWPs as soon as level 3 schedule has been issued.
* All virtually created IWPs must be backed up in a safe location.
* Commercial software may be used to aid in IWP creation process.
* IWPs should not be put in hard copy until 1 to 2 weeks prior to execution.

# Information Requirements

* Any required changes to level 3 schedule must be discussed with project controls.
* Planners must have access to most current document revisions.
* Once scope of IWP is identified, the documents required to support must be added to IWP log and transmitted to document control. This will allow document control to notify the planners of any revision changes to technical documents within a specific IWP