Planner Scheduler Time Study												
Planner/Scheduler Name:						Crew/Shift					Date	
Activity	Hr 1	Hr 2	Hr 3	Hr 4	Hr 5	Hr 6	Hr 7	Hr 8	Hr 9	Hr 10	Hr 11	Hr 12
Meetings												
Safety												
Production												
Training												
Scheduling												
Improvement												
Paper Work												
Job Plan Feedback												
Work Order Closure												
Metric Report												
Planning												
Macro Planning												
Job Site Visit												
Reviewing History												
Drawings and Sketches												
Developing Job Plans												
Material and Tools												
Kitting												
Estimating Labor												
Scheduling												
Draft Schedule for Mtg												
Review of Schedule												
Follow up Schedule Mtg												
Final Schedule development												
Other Duties												
Job Control/ Follow up												
Instructions												
Job site visit												
Emergency work												
Phone Calls/Conversations												
Production												
Vendors												
Engineering												
Stores												
Operation Planning												
IT												
Other												
Travel Time												
To and From Meeting												
To and From Job Site												
Expediting for Jobs												
Personnel Training												
Paid Breaks												

Comments: