

Weekly Work Planning LCI Definition:

The commitment-level, "will" planning step of Last Planner System® (LPS®) is identifying the promised task completions agreed upon by the performers. The Weekly Work Plan (WWP) is used to determine the success of the planning effort and to determine what factors limit performance. It is a more detailed level than the lookahead and is the basis of measuring PPC (Percent Plan Complete).

Outcome:

Create a WWP outlining the activities that *will occur* next week and that provides the basis for the determination of PPC in addition to what factors limit performance.

Process:

The WWP is collaboratively developed by the team's Last Planner®s (LP™) via pull planning. Activities included in the WWP are those that will occur in the upcoming week. When posted, each activity represents a personal commitment from a team member based upon the promised completion (handoff) and acceptance of another activity in the WWP.

Last Planner System®
Standard Work
9_Weekly Work Planning



Actions	What's Critical	Why It's Important
1) Assemble the Last Planner®s (LP™) for the weekly meeting.	Regular attendance by the LP™.	Attendance is critical to ensure all parties are represented and have input into the WWP.
2) Transfer the activities in week 2 of the 6-Week Lookahead Plan into the new WWP. The WWP can be maintained electronically, possibly in Excel, or with tags on the wall (as long as the WWP can remain posted on the wall for all to see).	Transferring the activities correctly.	Transferring the thought process of prior meetings is important to avoid wasting time re-creating what has already been planned.
3) Review the activities in the new WWP and adjust the sequence as necessary based upon the progress of the project. Add additional detail at the daily level for each trade.	Confirm that the sequence, duration and handoffs are correct.	Prior to gaining a commitment from the LP™, it is important to gain consensus from the team members that all logic is correct.
4) Gain a commitment from the LP™ for each activity and the day(s) it will be worked on and completed.	Personal commitment that the activities <i>will occur</i> (as part of the Lookahead Plan they were activities that <i>could occur</i>).	LPS® is founded upon commitment-based planning. Having the LP™ commit to each other creates trust and a collaborative effort.
5) Update the WWP with the commitments.	Capturing the promises made.	In order to calculate reliable and accurate PPC, the WWP needs to be accurate.

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Weekly Work Plan Excel Example:

WEEKLY WORK PLAN												Work Beginning:	
Area:		CATEGORIES OF PLAN FAILURE								TOTAL ACTIVITIES		31	
Contractor:		1 Coordination	5 Prerequisite Work	9 Submittals	13 Space				ACTIVITIES COMPLETED				
Shift:		2 Eng/Design	6 Labor	10 Approvals	14 Site Conditions				PERCENT PLANNED		0%		
Last Planner:		3 Owner Decision	7 Materials	11 Equipment	15				COMPLETE				
		4 Weather	8 Contracts/COs	12 RFIs	16								
Activity ID	Commitment Description Safe - Defined - Sound - Proper Sequence - Right Size - Able to Learn	Responsible Person	Start Date		1/28				DONE?		LEARNING	Category	
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	YES			NO
1	Pour new moat floor on the south side of the building	B.A.M	4	4									
2	Adjust (4) down spouts on the south side of the building	B.A.M	2	2	2								
3	Patch masonry around 6 conductor boxes on the roof	B.A.M	1	1	1	1	1						
4	Install base on 2nd floor in the south side class rooms	B.A.M		3	2	3	3						
5	Install wainscoting on the first floor north side	B.A.M		4	3	4							
6													
7													
8	Pull wire for Chiller	Ryan	5										
9	Security rough-in on all floors	Ryan	3	3	3	3	3						
10	Basement rough-in complete	Ryan	4	4	4	4	4						
11													
12	Hang and finish all rated chases	Fred			3	3							
13	Reframe and hang dry wall in hallway 121	Fred	4	4	4	3	5						
14	Sand dry wall in hallway 139	Fred	2	2									
15	Finish dry wall in west class room 107,144	Fred	3	3		3							
16													
17													
18	Rough-in media center ceiling	Troy	5										
19	Get fresh air duct inspected in attic	Troy				6							
20	Get north west chase duct inspected	Troy				6							
21	Insulate north west chase duct	Troy			4								
22	Tie in vav boxes in the attic	Troy	3	3	3								
23	Start tying in vav boxes in the east wing 1st and 2nd floors	Troy	4	4	4	4							

What & Where?

Crew Size?

Who?

When will it be done?

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Weekly Work Plan Board Example:



Courtesy of PCL Construction