

COAA WORKFACE PLANNING RACI CHART - 2nd Draft Nov 20/09 - Edits by Jose H & Wayne C

LEGEND	
R – Responsible	DBM – Design Basis Memorandum
A – Accountable	EDS – Engineering Design Specification
C – Consulted	DE – Detailed Engineering
I – Informed	C – Construction

RACI Chart follows the COAA Workface Planning Model Process Flow Chart.
The Flow Chart can be found at:
http://www.workfaceplan.com/DOCUMENTS/PDF/WFP_Flowchart_April_2008_rev1.pdf

ITEM	COAA Workface Planning Flowchart Task Description	OWNER	CONSTRUCTION MANAGEMENT TEAM	CONTRACTOR	ENGINEER	Project Phase	Wayne Cusitar Comments
1	Develop WFP Execution Strategy	R/A			C	DBM	
2	Assign WFP Sponsors & Champions	R/A			C	DBM	
3	Define WFP As Required For All Participants	R/A			C	DBM	
4	Project Milestone Schedule (PMS) (level 1)	R/A			R/A	DBM	Owner only sets major milestones as goals; Engineer produces Level 1 schedule towards end of DBM incorporating all DBM knowledge gained. Show two different activity lines & R/A assignments in DBM phase.
5	Develop WFP Execution Plan as a component of PEP	C			R/A	DBM	Near end DBM
6	High Level Project Review With Construction Input	I	R/A-EDS phase	R/A-C phase	R/A-DBM phase	DBM/EDS	CMT & Contractor are not "on-board" during DBM. The Engineer's personnel do this activity. Repeat this activity in EDS whenever CMT is formed and confirm in C phase when Contractor comes on-board.
7	Design a Server To Host the Databases Used By All Participants	I			R/A	DBM	CMT & Contractor are not "on-board" during DBM. Engineer's personnel do this activity
8	Confirm that parties demonstrated Capacity To Support WFP	I			R/A	DBM	Move this Procurement prequalification activity to EDS phase (Procrmt = Engineer)
9	Write WFP Requirements In Contracts	R/A			R/A	DBM	
10	Design Area Definitions - as WBS subcategories	I			R/A	DBM	
11	Ensure All Databases Are Provided With The Latest Data/Updates		R/A		I	EDS/C	Move this activity to EDS/C phases
12	Demonstrate Capacity To Apply WFP	I	C		R/A	EDS	Move this Procurement prequalification activity to EDS phase (Procrmt = Engineer)
13	Define the Path Of Construction, consistent with PEP	I	C	C	R/A	DBM/EDS	CMT & Contractor are not "on-board" during DBM. The Engineer does this activity in DBM. Repeat in EDS whenever CMT is formed and confirm with Contractors in C phase.
14	Review & integrate WFP Processes & Support Functions	I	R/A		C	EDS	(1) CMT not created until "late" EDS; (2) Contractor is not "on-board" at all during EDS.
15	Project Summary Schedule (PSS) (Level 2)	C	C		R/A	EDS	
16	Review & Approve PSS (spell)	R/A	C		C	EDS	
17	Define & Issue CWP Release Plan	I	C		R/A	EDS	
18	Appoint Lead Planner & Commence WFP Process	I	R/A		I	EDS	
19	Define & Issue FIWP Release Plan	I	R/A-EDS phase	R/A-C phase	I	EDS	Late EDS by PMT for "Early Works" only. Confirm early C phase with Contractor. Split into two activities.
20	Define & Issue EWP Release Plan By Design Area	I	C		R/A	EDS	Repeat in C phase to align with Contractor's revisions. Add as a second activity in C.
21	Project Master Schedule (PMaS) (Level 3)	C	C		R/A	EDS	
21A	Review & Approve PMaS	R/A	C		C	EDS	
21B	Prepare/Issue/Execute FIWPs for any "Early Works" activities (specific early funding approval required)	A	C	R	C	EDS	Examples might be constructing a camp; an airstrip; river/stream diversion or RWI; early tree clearing, muskeg drainage & access road construction. "Early Works" is a mini-construction program in itself.
PROJECT SANCTION - INITIATES DE & C PHASES							
22	Engineer Develops & Releases EWP's		I	I	R/A	DE/C	"Sanction Date"
23	Construction Develops & Releases CWP's		C	R/A	I	DE/C	
24	Detailed Area Schedule (level 4)		C	R/A	I	C	Move activity to C phase
25	Update & Approve PMaS (spell)	A	A	C	C	DE/C	PMaS (Level 3) is subject to Contractor review in C phase, since he has not seen it before bidding and he has typically provided only high level resource loading for tens or hundreds of CWPs in his SOW.
26	Break Up CWP Into Field Installation Work Packages (FIWP)		C	R/A	C	DE/C	
26A	Engineering support to Contractors via exchange of RFIs		C	R/A	C	DE/C	Continuous throughout C phase
27	Implement & Release FIWP (Dynamic Planning) (Level 5)		I	R/A		C	
27.0	FIWP DETAIL - Assemble Scope or Work (see note below)		C	R/A		C	
27.02	FIWP DETAIL - Provide Document Log (All document found in FIWP)		R	R/A		C	
27.03	FIWP DETAIL - Perform Overall Prejob Task Hazard Reviews (individual FIWP reviews by Contractor)		R/A	C/I		C	
27.04	FIWP DETAIL - Package BOM		R/A	I		C	
27.05	FIWP DETAIL - Provide access to Material Receiving Reports		R/A	I		C	
27.06	FIWP DETAIL - Material Requisition forms (Fill Out as req'd)		C	R/A		C	
27.07	FIWP DETAIL - Shift Work Plan Pre-requisites (Fill Out the form)		C	A		C	
27.08	FIWP DETAIL - Shift Work Plan Pre-requisites (Solve Issues)		R	A/R		C	
27.09	FIWP DETAIL - Shift Work Assignment		R/A	I		C	
27.10	FIWP DETAIL - Complete Short Interval Plan Forms		I	R/A		C	
27.11	FIWP DETAIL - Develop Continuous Improvement Forms (TLS)		I	R/A		C	
27.12	FIWP DETAIL - Continuous Improvement Forms (TLS) Tracking		I	R/A		C	
27.13	FIWP DETAIL - Maintain Continuous Improvement Survey Index		A	R/A		C	
27.14	FIWP DETAIL - Request Timesheets to be in the package		R/A	I		C	
27.15	FIWP DETAIL - Filling out of time sheets		I	R/A		C	
27.16	FIWP DETAIL - Provide access of IFC Drawings, Cut sheets		A/R	I	C	C	
27.17	FIWP DETAIL - Eng Specs (Ensure correctness and availability)		A/R	I	R	C	
27.18	FIWP DETAIL - Specify requirements for the QA/QC Inspection and Test Plan		R/A	I		C	
27.19	FIWP DETAIL - Provide QA/QC Inspection Test Reports		I	R/A		C	
27.20	FIWP DETAIL - Mark up and provide "As-Builts"		I	R/A	C	C	
27.21	FIWP DETAIL - Provide access to P&ID Reference Drawings		A/R	I	C	C	
27.22	FIWP DETAIL - Provide access to All Pertinent Reference drawings and data/spec sheets		A/R	I	C	C	
27.23	FIWP DETAIL - complete Consumables Spread Sheet		I	R/A		C	
27.24	FIWP DETAIL - Complete Tool List Spread Sheet		I	R/A		C	
27.25	FIWP DETAIL - Tracking of receipt and storage area of all materials (BOM)		R/A	C	I	C	
27.26	Contractor "rolls up" all costs (100% completed FIWPs only) by discipline to CWP level (Level 3), for weekly cost and progress reporting to Engineer's Project Controls function.		C	R/A	C	C	This is a critical activity - each Contractor's Proj Controls function reporting to the Engineer's Proj Controls function, ultimately aggregated for all Contractors and including all approved Trend costs for reporting to the Owner.
28	Execute FIWP		I	R/A		C	
28.01	FIWP DETAIL - Share lessons learned with Process Owner		A	A		C	
28.02	FIWP DETAIL - Planning Meeting - Track Minutes & Issues		R/A	C/I		C	
28.03	FIWP DETAIL - New drawings or Addendums after "release of package to field" Plan the work scope on the drawings and submit cost for trending purposes	A	R	C	C	C	A continuous Contractor responsibility throughout C phase. There will also be an "Approval" step by Owner prior to the "extra" work proceeding.
28.04	FIWP DETAIL - Ensure all work within the FIWP is completed	I	C	R/A		C	

LEGEND	
R – Responsible	DBM – Design Basis Memorandum
A – Accountable	EDS - Engineering Design Specification
C – Consulted	DE – Detailed Engineering
I - Informed	C – Construction

OWNER	CONSTRUCTION MANAGEMENT TEAM	CONTRACTOR	ENGINEER
-------	------------------------------	------------	----------

RACI Chart follows the COAA Workface Planning Model Process Flow Chart.

The Flow Chart can be found at:

http://www.workfaceplan.com/DOCUMENTS/PDF/WFP_Flowchart_April_2008_rev1.pdf

		OWNER	CONSTRUCTION MANAGEMENT TEAM	CONTRACTOR	ENGINEER	
28.05	FIWP DETAIL - Ensure the WFP process is being followed, or required deviations are approved and documented		R/A	I	I	C
29	Identify Need for Extra Information		C	R/A	C	C
30	Issue Request For Information		I	R/A	I	C
31	Review & Update Engineering		I	I	R/A	C
32	Conduct Q/C Verification		C	R/A		C
33	FIWP Completed?		I	R/A		C
34	Identify "Work To Go" Items		C	R/A		C
35	Deliver FIWPs & Present Results		I	R/A	No need	C
36	Approve Results & Initiate Lessons Learned Meeting	R/A	I	I	I	C
37	Document Lessons Learned	C	R/A	C	C	C
A	Proactively Resolve Conflicts Between Project Participants	R/A	R	R	R	EDS/DE/C
B	Perform Audits & Assessment	R/A	R	R	R	DBMEDS/DE/C

All the 27 activities are R/A by the contractor and should start with a verb. ie 27.1

NOTE Assemble the Scope of Work.. The CM should not develop the Scope of work of individual FIWP. Similar comments apply to the rest