

# A Superintendent's Planning, Coordination, and Manpower Meeting

Shaun Messner – KHS&S Project Superintendent



# The Why

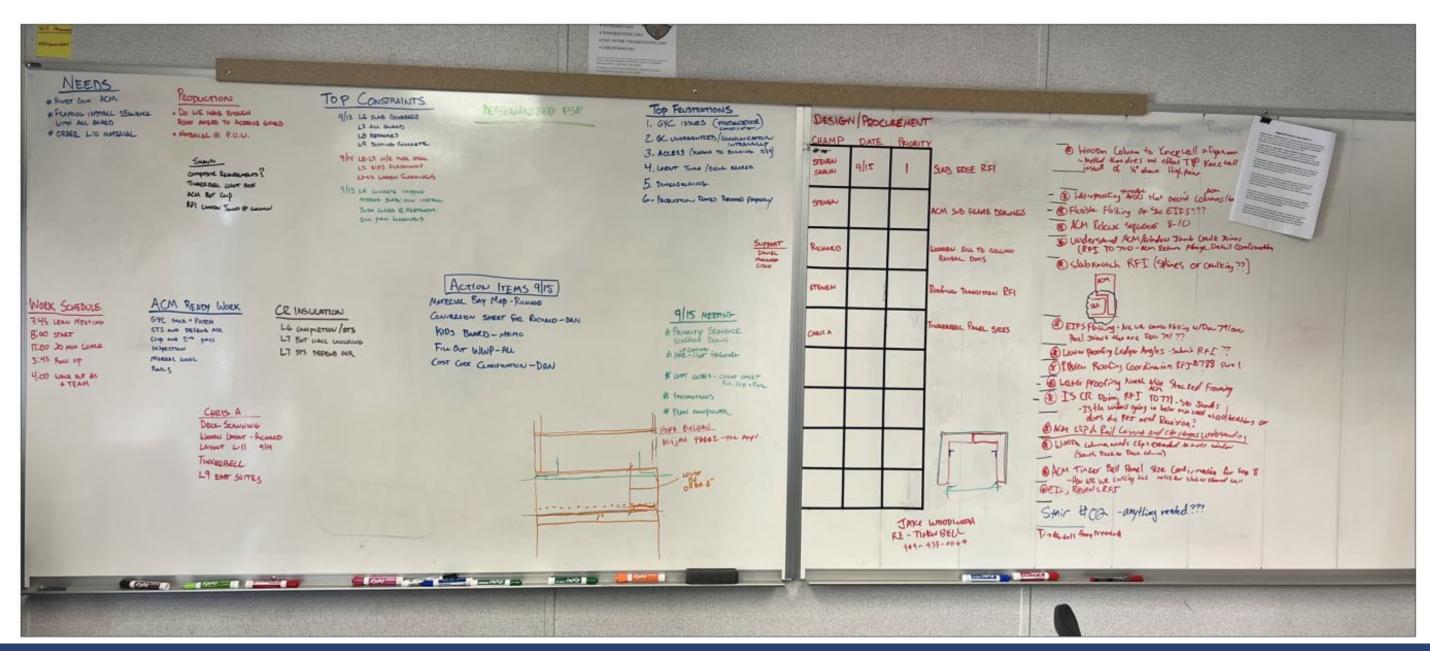
- Getting information from the Pull plan into an executable WWP and assigning resources is a difficult but crucial part of creating productive flow
- Not knowing if there is enough available work for the amount of manpower on the project.
- Communication among project leadership is lacking
- Often times we struggle to know what the plan is
- So, how do we quiet the chaos!?



# **Daily Meetings**

- Daily morning huddle with field leadership before work
- 20-30 Mins
- Fits around project start time
- Go over any constraints that could interfere with our plan for the day
- Coordinate any upcoming inspections
- Update our material delivery board
- Open discussion

# Daily Cont.



# Thursday Weekly Meetings



Date: Every Thursday

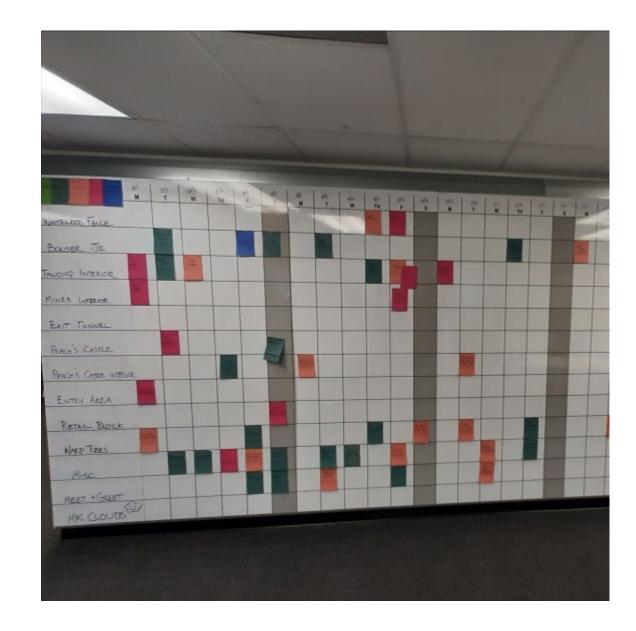
Time: 12:00 PM - 1:30 PM

Purpose: Meet as a team to plan and set up weekly work plans for the following week.

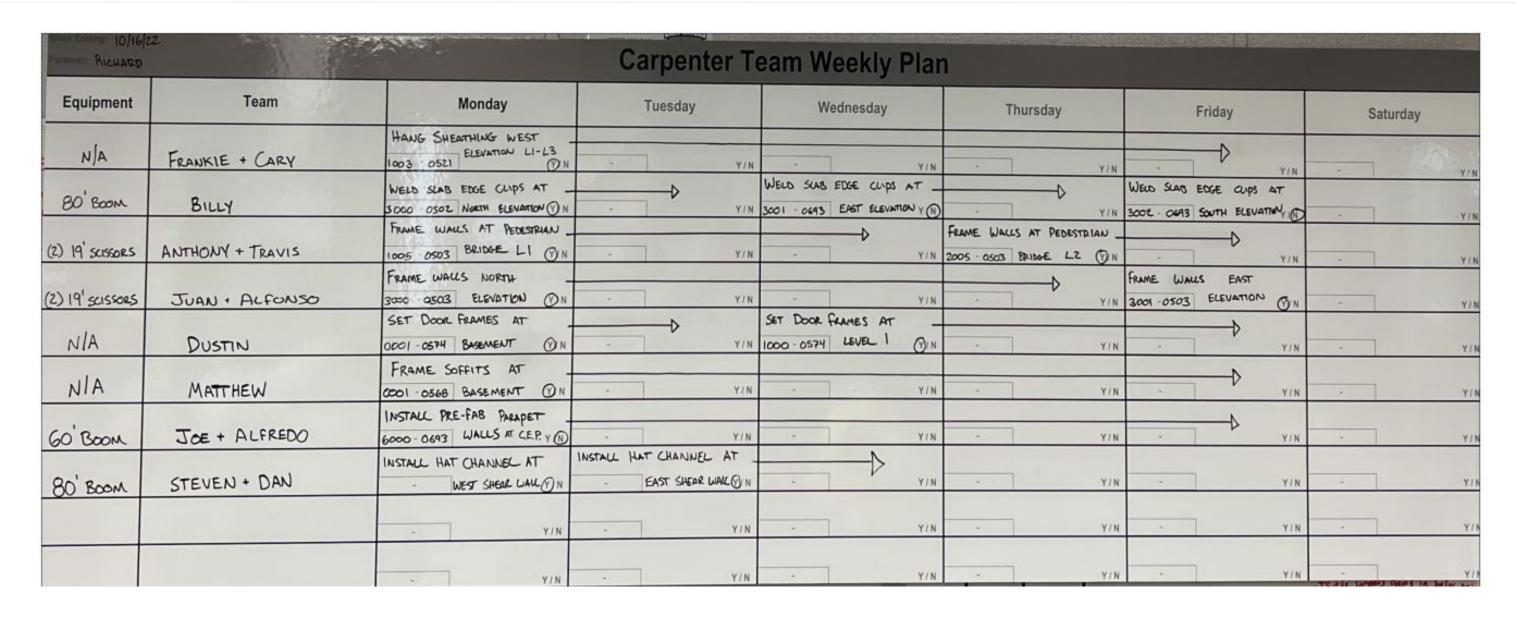
Attendees: Superintendent, General Foreman, Foreman, Project Manager, and Project Engineer

#### Agenda:

- 1. Meet as a team to go over big picture schedule items
- 2. Review weekly work plans from last week
- 3. Review budget for cost codes we are both struggling with and doing well on
- 4. Adjust and update internal Pull Plan
- 5. Fill out next week's manpower boards to support the pull plan schedule
- 6. Discuss any equipment or delivery needs
- 7. Create a list of items for Daniel to support next week's activities



# Weekly Cont.



### Wins

- Communicating constraints that can hold up our work
- Understanding where all manpower is going to be working and ensuring we are not over staffed
- Knowing that all team members are on the same page
- Assuring we don't have equipment on site that is not being used
- Checking in with the foreman to make sure material is at Point of use

#### Lessons Learned

- Spot check that the team is following the plan and has material at point of use
- Challenging the foreman to plan for the appropriate amount of time needed for a task
- Keep everyone on track. Side conversations can start easily and be disruptive
- Have a list of milestones prior to meeting each week

# Questions?

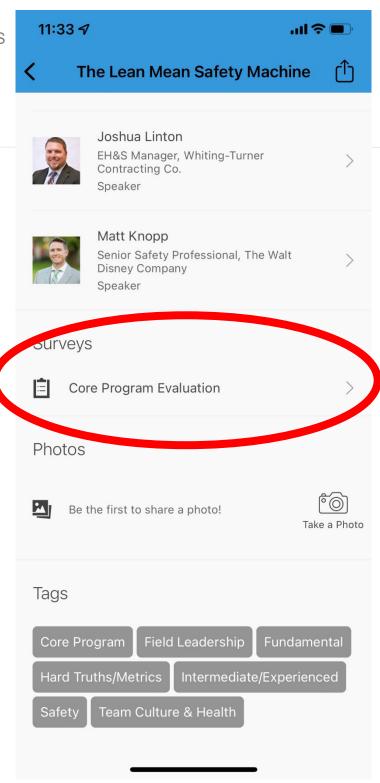


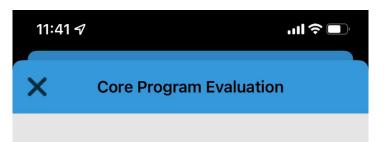
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Please select an answer:

1 - Not at all
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3 - Moderately
4 - Very
5 - Highly

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In the spirit of continuous improvement, we would like to remind you to complete this session's survey! We look forward to receiving your feedback.



#### Contact Us

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Thank you for attending this presentation. Enjoy the rest of the 24<sup>th</sup> Annual LCI Congress!

