

# Getting Started with Scheduling

CoConstruct's scheduling keeps all your team members, trade partners, and clients (optional) informed, ready to work, and in the loop.

## BASICS

Get the most out of your CoConstruct schedule by leveraging MILESTONES with subtasks to organize your project timeline.

Field Update View	Gantt View	Calendar View	Task View	Baseline View		
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ID	Task Name	Start	Work Days	Finish	Assignees	Predecessors
1	Permits	4/20/2020 ...	25 days	5/22/2020 Fri		
2	Site plan	4/20/2020 ...	5 days	4/24/2020 Fri		
3	Architectural Review Boa...	4/27/2020 ...	15 days	5/15/2020 Fri		2
4	Zoning permit	5/18/2020 ...	1 day	5/18/2020 ...	Lindsay M...	3
5	Septic/sewer permit	4/27/2020 ...	3 days	4/29/2020 ...	Lindsay M...	2
6	Fire sprinkler permit	4/27/2020 ...	5 days	5/1/2020 Fri	Lindsay M...	2
7	Building permit	5/18/2020 ...	3 days	5/20/2020 ...	Lindsay M...	3
8	Water tap fee	4/27/2020 ...	1 day	4/27/2020 ...		2
9	Other fees	4/27/2020 ...	5 days	5/1/2020 Fri		2
10	Set temp pole	5/21/2020 ...	1 day	5/21/2020 ...		7
11	***Inspection Temp Pole...	5/22/2020 Fri	1 day	5/22/2020 Fri	Inspection...	10
12	Power company account ...	5/22/2020 Fri	1 day	5/22/2020 Fri	Lindsay M...	10
13	Foundation	4/27/2020 ...	37 days	6/17/2020 ...		
14	Stake lot for excavation	4/27/2020 ...	1 day	4/27/2020 ...		2
15	Install construction drive	5/19/2020 ...	1 day	5/19/2020 ...	Earthwork...	4
16	Deliver dumpster	5/20/2020 ...	1 day	5/20/2020 ...		15
17	Deliver porta-john	5/20/2020 ...	1 day	5/20/2020 ...		15
18	Excavate basement	5/20/2020 ...	2 days	5/21/2020 ...	Excavation...	15

### Milestones Consist Of:

- project phases
- critical schedule points
- dependencies for project progress

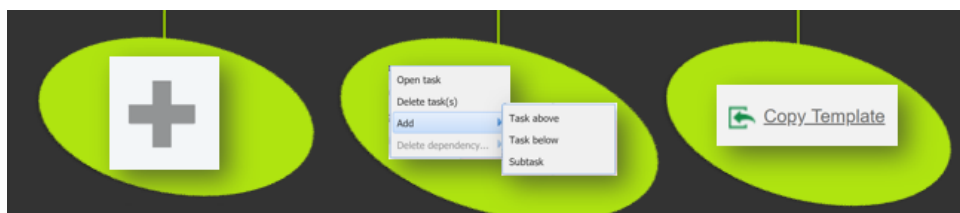
CoConstruct milestones sit to the far left of the schedule (**highlighted** example left) while their subtasks sit underneath (boxed in **red**). They represent the broad phase to complete (the parent) while the subtasks list out the actual work to be completed (the child).

Learn More: [Building Your First Schedule](#)

## ADDING TASKS

Add tasks to the Gantt View schedule in THREE ways:

1. "+" symbol on the top tool bar
2. Right click any existing task to Add tasks above, below, or sub
3. Copy tasks down from an existing schedule template to tweak



Learn More: [Stay on Track - Updating & Saving the Schedule](#)

# Scheduling Tools

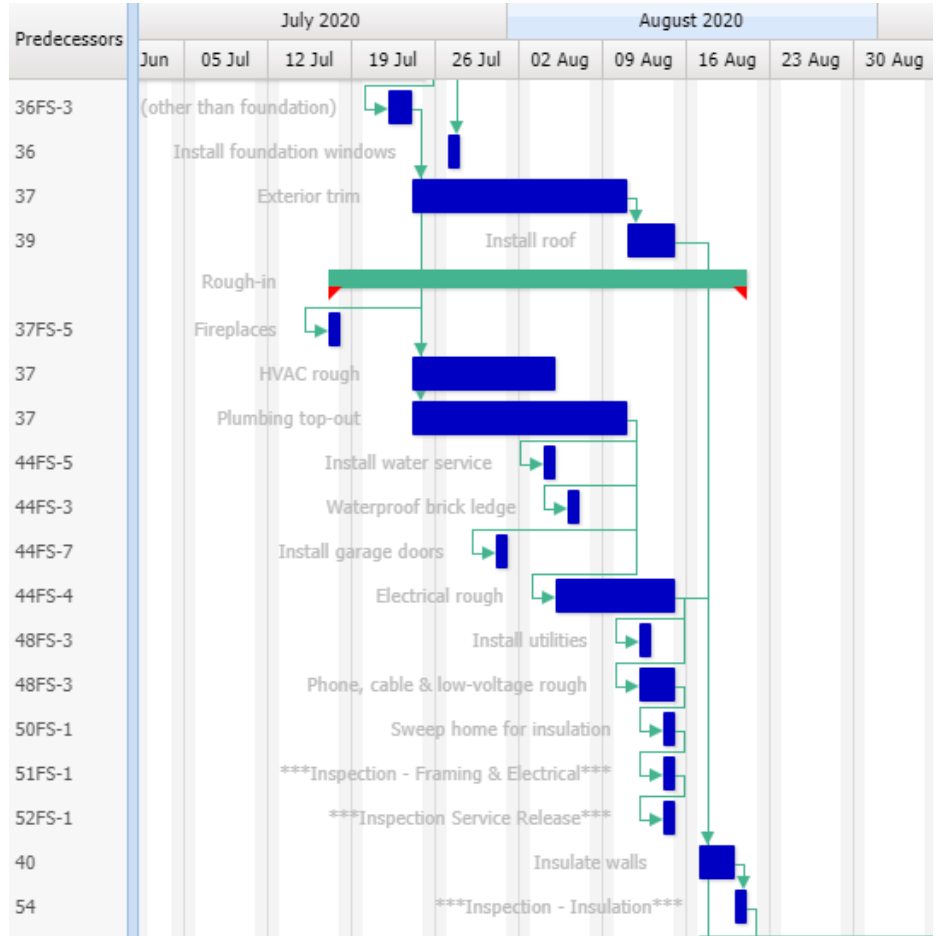
## PREDECESSORS

Automate the project work flow by linking tasks together.

Types of Predecessors:

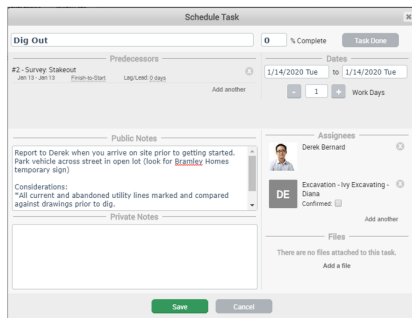
- Finish-to-Start (FS)
- Finish-to-Finish (FF)
- Start-to-Start (SS)
- Start-to-Finish

Plus leverage lag/lead time to build in gaps and overlap.

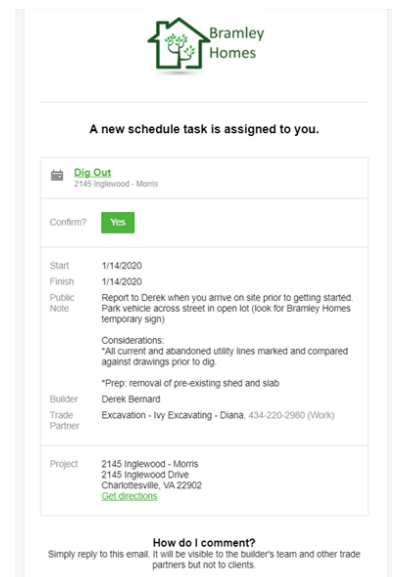


Learn More: [Predecessors - Automate Your Workflow](#)

## ASSIGNMENTS --> NOTIFICATIONS



Assign team members and trade partners to their responsible work then see CoConstruct notify them!



Learn More: [Assignees - Notify the Right People at the Right Time](#)

## TEMPLATES

Save common schedule flows in a template library for quick, easy use on future projects!

Learn More: [Creating a Schedule Template from a Project](#)

Additional Resources: [CoConstruct Community](#) + [Upcoming Webinars](#)