

# Building a Better Scheduling Department

## Components of a Successful Department

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# What we'll cover in today's session

- The 4 key components to a successful scheduling department
- Setting a value on improving your scheduling department
- Addressing challenges that scheduling departments face
- 5 steps for building a better scheduling department
- How to achieve executive team buy-in for the scheduling department

# What Difference Does It Make?

Scheduling Department



# Misconceptions

Scheduling Department



# Misconception #1

Hiring an experienced scheduler  
will fix everything.

## Misconception #2

You must be a scheduling expert to run a department.

## Misconception #3

Selecting the best scheduling software is the solution.

## Misconception #4

Everyone must be on the same scheduling software.



## Misconception #5

Having the right tools in place  
will fix everything.

# Misconception #6

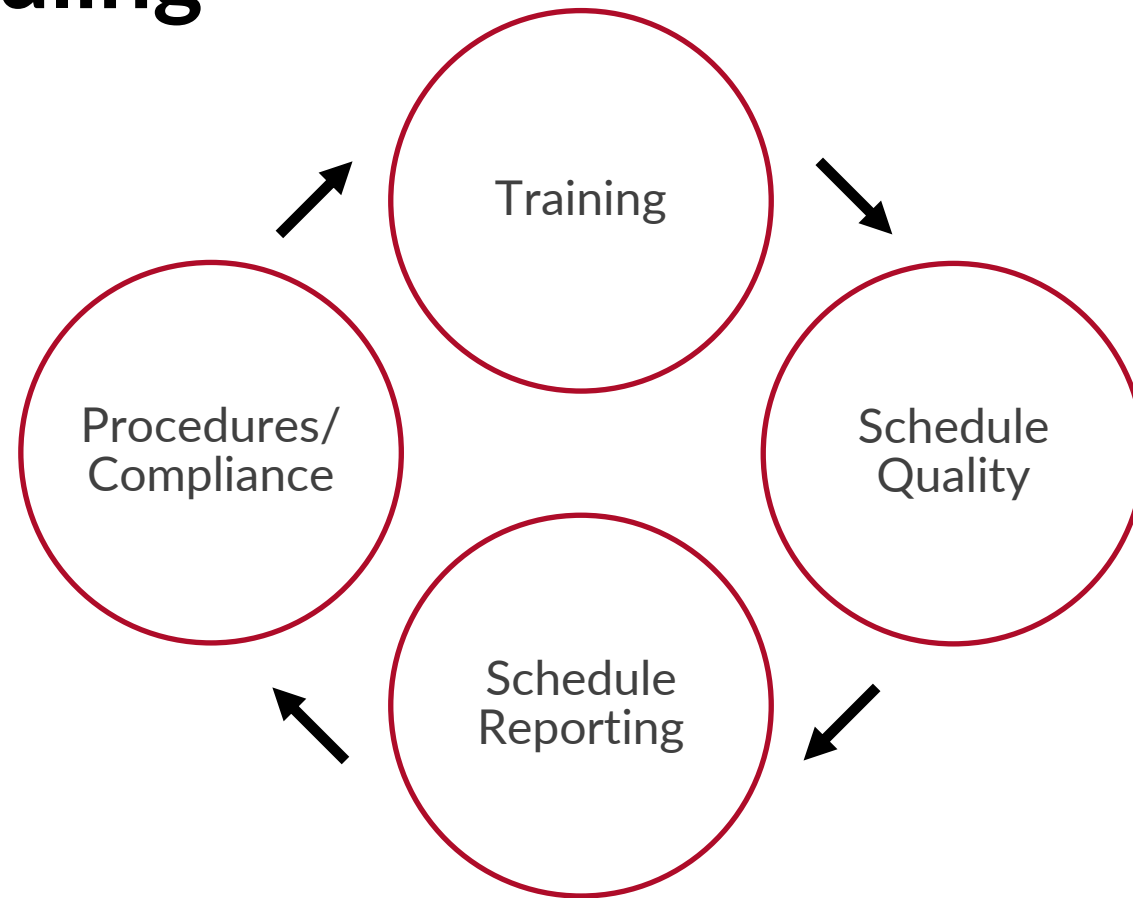
Sending everyone through training will fix everything.

# 4 Components

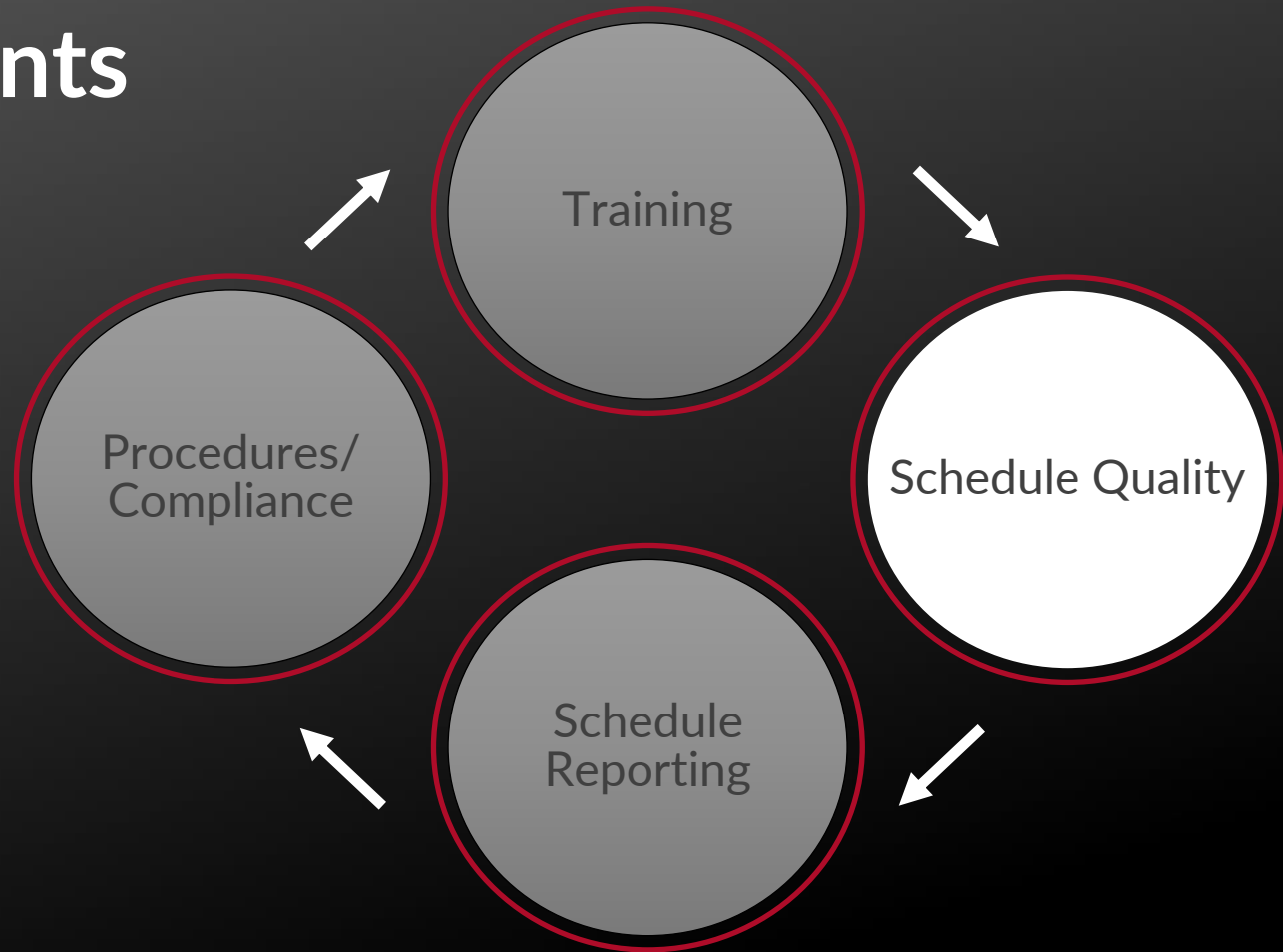
Scheduling Department



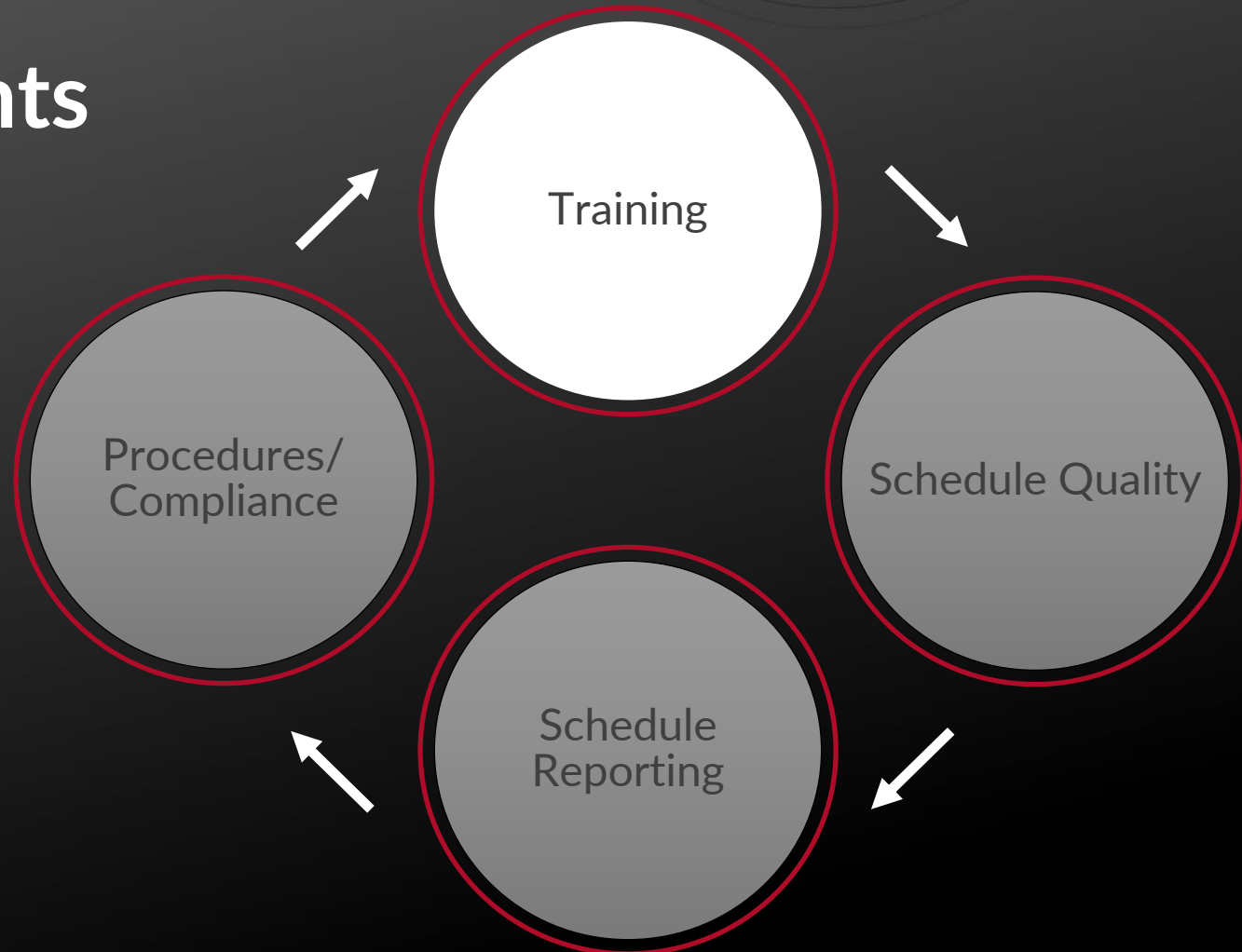
# The Four Components of a Scheduling Program



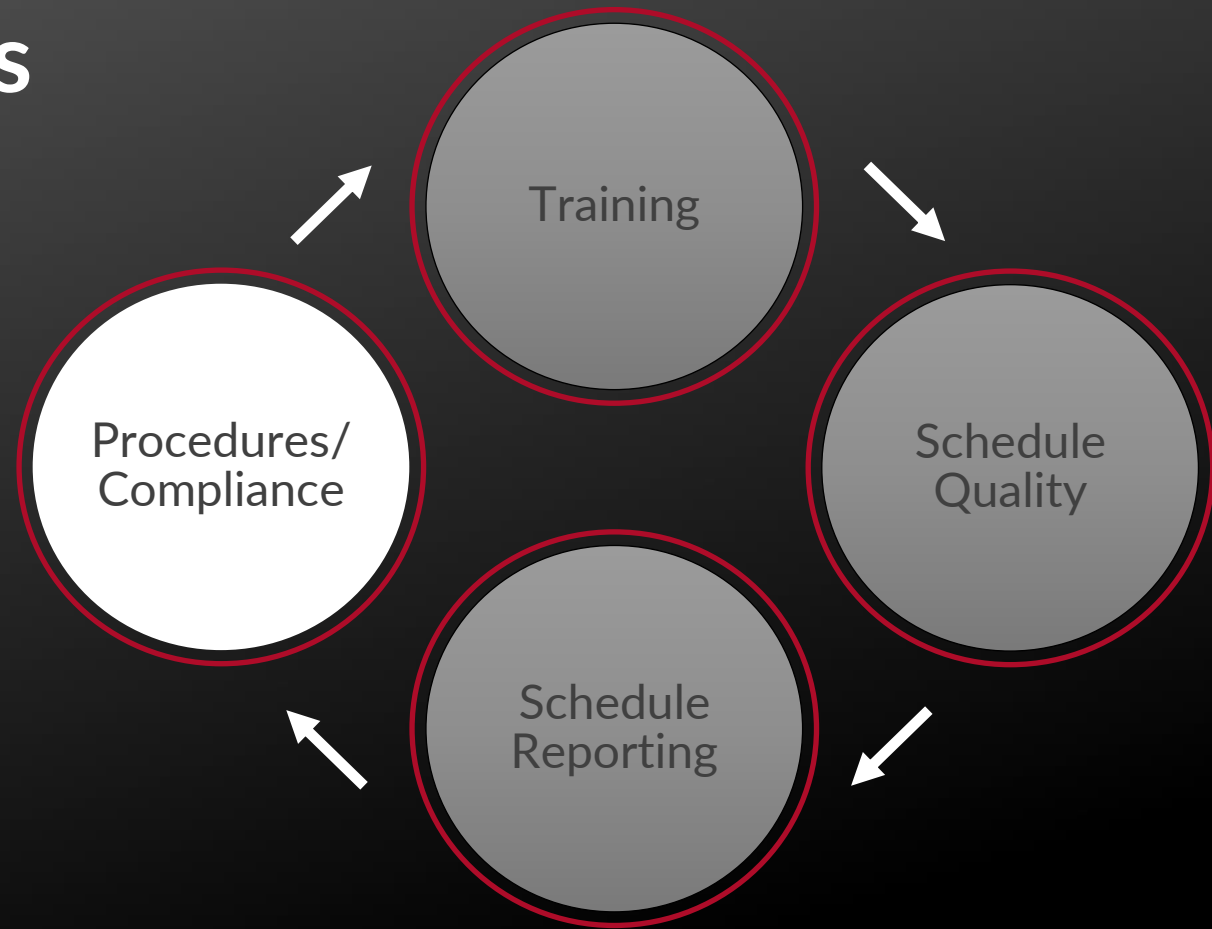
# The Four Components of a Scheduling Program



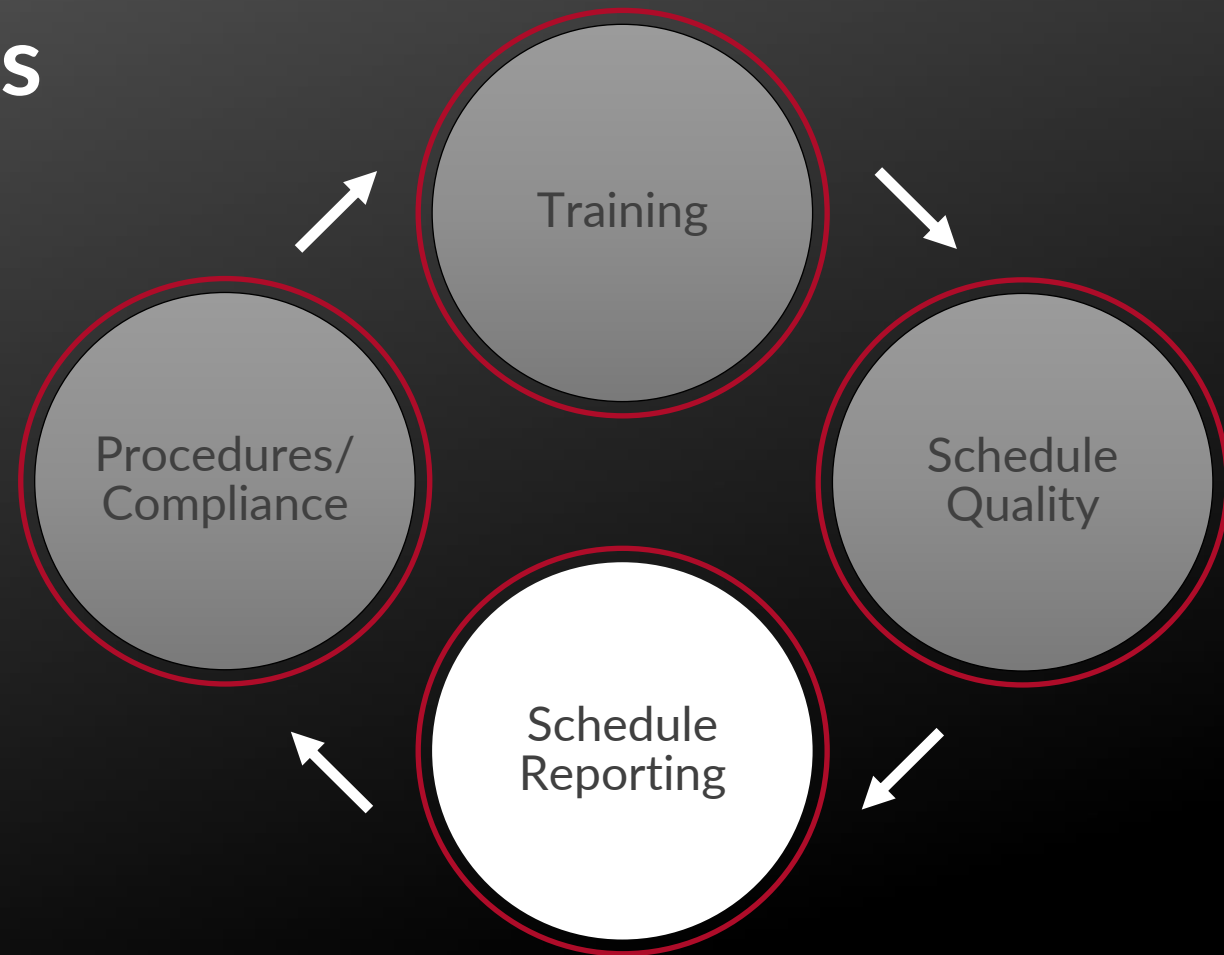
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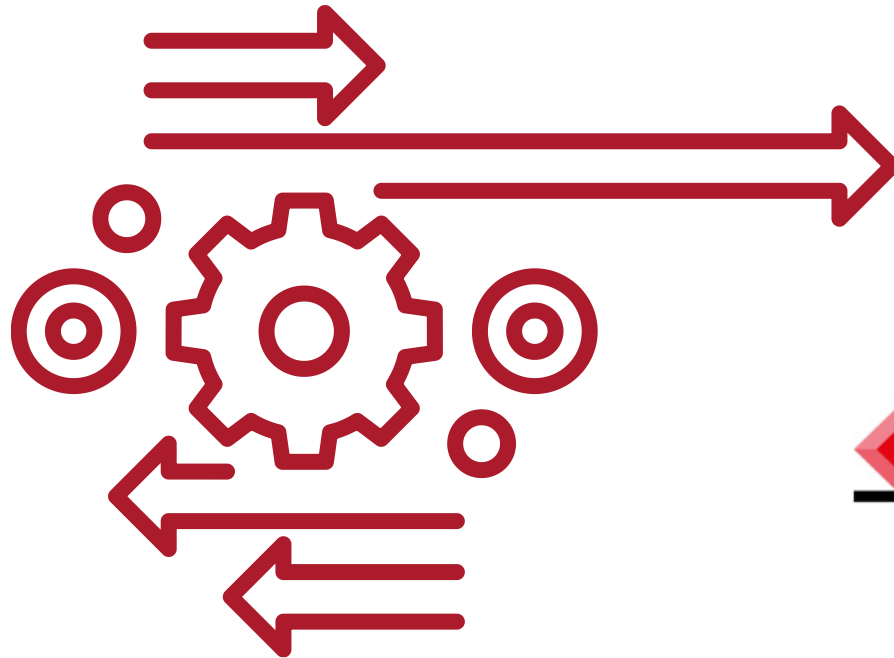


# Roadblocks

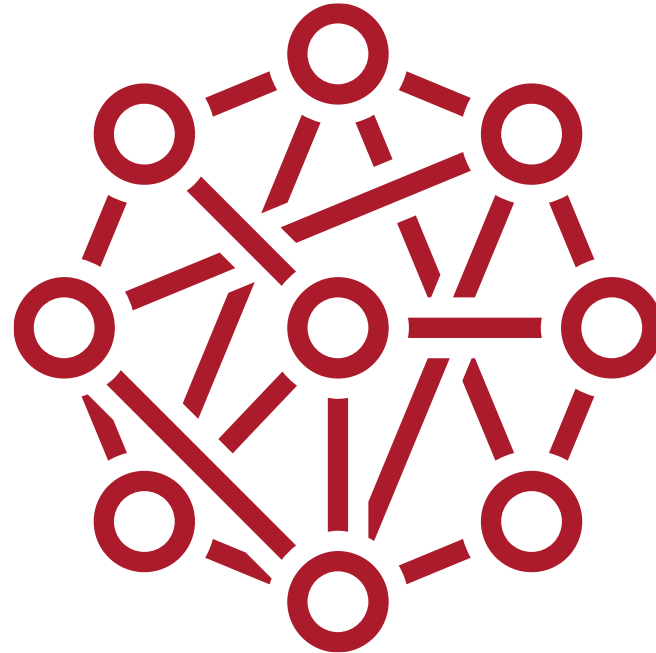
Scheduling Department



# Roadblock #1: Varying Systems



# Roadblock #2: Varying Processes

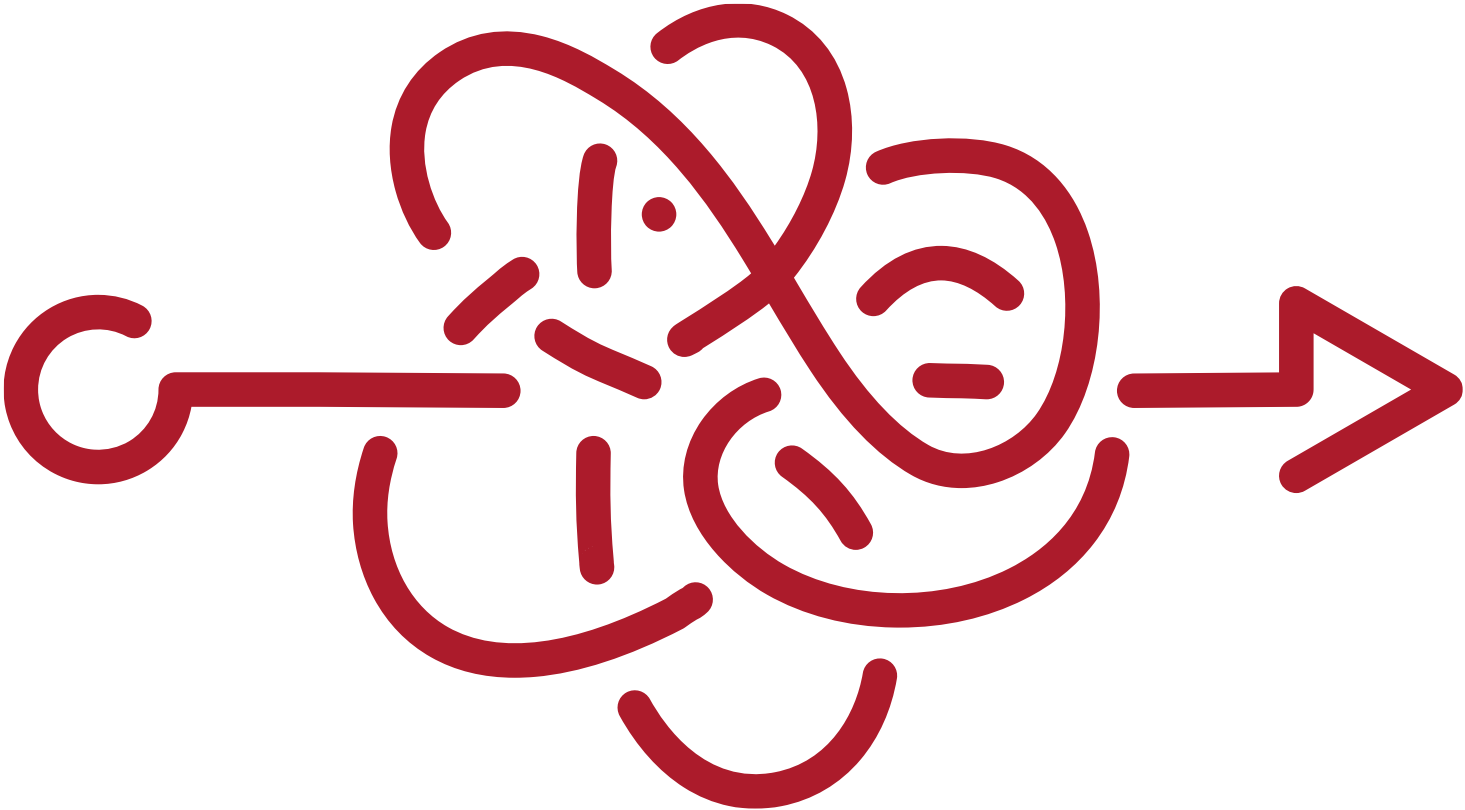


- File Management
- Version Management
- Update Frequency
- Update Preferences
- Schedule Documentation

# Roadblock #3: Lack of Schedule Visibility



# Roadblock #4: Ease of Use



# 5 Steps to Getting There

Scheduling Department



# STEP 1

## Define Goals!

- Engage Executive Team
- Engage Project Teams
- They need to be measurable.
- Assign a dollar value if achieved.

## STEP 2

# Discover Where You Are

- Learn what's working/not working?
- What reports are currently prepared?
- What processes are currently being followed?
- What training has everyone participated in?
- What is the general quality of schedules being produced?



## STEP 3

# Design Your Dream

- Start looking at tools based on goals and discovery.
- Layout a basic training plan
- Identify some basic procedures
- Identify a quality control solution
- Prepare a reporting system for executive teams/project teams

## STEP 4

# Develop Your System

- Develop what you designed
- Training materials
- Procedure manual / Tip Sheets
- Quality Standards and Checking
- Report development/customization

## STEP 5

# Deploy Your Program

- Start the implementation process
- Consistently Monitor Progress



**THANK YOU**

