



## TURNAROUND TIP SHEET #3

### Which Shift Schedule is best to use?

During a Turnaround, the T/ASC® Shift Schedule report is the **most important report to communicate the schedule** to the field. Every client has different wants and needs for a shift schedule. Because of its importance, T/ASC accommodates them all.

Here are some options we've developed over the years and the questions to ask yourself:

- **Single vs. Multiple Shift Schedule?** Some clients prefer to print work for a range of days instead of just a day so the field can see the bigger picture
- **Include a 4 or 7 day Gantt chart or none at all?** Does your supervision prefer to see a chart visually showing the order of the work or do they think a chart clutters and unnecessarily lengthens the report?
- **Include late jobs?** We always encourage this option so that any work that's late shows up with an asterisk \*.
- **Show crew sizes and/or hours or not at all?** Do you want your field supervision to get an idea of the number of people needed and/or the hours required for an activity or would you rather just give them a simple list showing the description of the work only?
- **Note Critical steps?** Do you want to flag in red any jobs that have less than X hours of float (you decide what X is).

- **Print any additional codes/costs?** This option lengthens the report but also allows the supervision to see any cost fields that may be needed for timesheets
- **Short or wide Description?** Do you want to emphasize or de-emphasize your activity description?
- **Show Shifts Behind?** Do you want to let your supervision know how late the job is?
- **Sort by Job Plan or Priority?** Some clients use the “Priority” field so they can manually control which activities go to the top of the report.

**All** of the Shift Schedule reports can be run in batch mode so that once the data selection criteria is set it becomes one click for you to automatically print any number of shift schedules or combinations of schedules that you require.

For more information, **please contact us at 337.764.9497 or go to [www.tascplanning.com](http://www.tascplanning.com).**