

# Creating a Pull Planning Guide for Industry Use



The construction industry is quickly making Pull Planning sessions a commodity only the largest companies can afford due to expensive consultants and the common perception of a complicated process. Pull Planning does not need to be complicated but can be quickly implemented by all types of companies utilizing extensive research completed on The Last Planner System. The benefits of Pull Planning include creating buy-in to the plan, making hand-offs known, and creating reliability and trust from the Key Players on a project. As the demand for a more productive construction site rises, it is increasingly important for the scheduling methods to keep up and be accessible to the smaller contractor. This project outlines a rudimentary process, via the deliverables for a general contractor to follow to implement Pull Planning on a project at little to no cost.

**Key Words:** Pull Planning, Last Planner System, Scheduling, Productive, Planning

## STICKY NOTE EXAMPLE

<b>Company Name</b> <b>Phone Number</b> <b>Email</b>	<b>Expected Duration</b>
<b>Commitment/Promise</b> <b>What you will provide</b>	
<b>Requests</b> <b>Constraints</b> <b>What needs to be complete for you to begin work</b>	

### STEP 01

#### IDENTIFY KEY PLAYERS

- A. Main players for a general contractor include team members such as: Project Managers, Superintendents & Project Planners; **Ensure their engagement in the process.**
- B. Create project milestones that are deemed important, generally critical path items.
- C. Create a list of **Key Players (Subcontractor's Foreman)** involved in achieving the milestones in 01.B

### STEP 02

#### APPROACH MAIN PLAYERS FOR MEETING

- A. To ensure Project Manager and Superintendent participation, create a meeting overviewing Pull Planning process.
- B. During the meeting be sure to emphasize the **benefits** that Pull Planning can have on a project and the 'why.'

### STEP 03

#### STICKY NOTE LAYOUT

- A. Provide your Main Players with the 'Sticky Note Layout' provided
- B. Each trade will have an **individual Sticky Note Color**.
- C. Milestones and inspections will have **standalone Sticky Note Colors** that no other trades possess.

### STEP 04

#### DETAIL WEEKLY TASKS ON STICKY NOTES

- A. Once Key Players and Main Players have come together for a Pull Planning Session; provide them with a brief overview and outline the importance of the process.
- B. Detail Weekly tasks on the sticky; Focus on 1 sticky being equal to 1 day of work

### STEP 05

#### SEQUENCE STICKY NOTES

- A. Layout **milestones first**, in the order they will take place on a large surface, such as a wall or tailgate. This will begin creating your flow.
- B. Key Players will sequence sticky notes working backwards from a milestone and identify handoffs; **Those who are performing the work are also planning the work.**

### STEP 06 OPTIONAL

#### TRACK PERCENT PLAN COMPLETE (PPC)

- A. Identify and correct flaws in the Pull Planning process
- B. Percent Plan Complete (PPC) =  $\frac{\text{Completed Weekly Assignments}}{\text{Total Weekly Promised Assignments}}$

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