

Planning & Assignments

5 planning items

Example Project | August 2026 | Exported 18.08.2026, 12:00

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5 ● 1. Weekly coordina...	6	7	8	9
10	11 ● 3. Site coordinatio...	12	13	14	15	16
17	18	19	20 ● 2. Submit revised ri...	21	22	23
24 ● 4. Issue consolidat...	25	26	27	28	29	30
31	1	2	3	4	5	6

■ Alert

■ Deadline

■ Task

■ Milestone

1 without a date

Planning & Assignments

Full planning item details | August 2026

Planning item details

1. Weekly coordination meeting

Schedule:

05.08.2026 at 10:00 | Reminder: 1 day before | Recurrence: Weekly | Occurrence 1 of 6

Type / status / priority:

Alert | Open | Normal

Source record:

IN-GEN-029 | Coordination meeting invitation

Owner:

Project Coordinator | coordinator@example.com

Assigned:

Site Manager (Responsible); Document Controller (Contributor)

Description:

Attend the weekly coordination meeting and record decisions, actions, and due dates.

Notes / explanation:

Meeting room and online link are stored in the source record.

2. Submit revised risk register

Schedule:

20.08.2026 at 17:00 | Reminder: 3 days before

Type / status / priority:

Deadline | In Progress | Critical

Source record:

IN-GEN-031 | Risk register review decision

Owner:

Project Coordinator | coordinator@example.com

Assigned:

Risk Manager (Responsible); Project Director (Approver)

Description:

Submit the corrected risk register with named owners, monitoring indicators, evidence, and closure criteria.

Notes / explanation:

Verify the contractual 15-calendar-day period against the actual receipt date.

Source record summary:

Decision

The submitted risk register requires correction before acceptance.

Key findings

Named owners and measurable closure evidence are missing.

Deadline

Submit the revised register within 15 calendar days of receipt.

4. Issue consolidated drawing comments

[Open REF chart R4](#)

Schedule:

24.08.2026 at 16:00 | Reminder: 5 days before

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4. Issue consolidated drawing comments

Continued

Type / status / priority:

Deadline | Completed | High

Source record:

IN-GEN-033 | Drawing review request

Owner:

Design Manager | design@example.com

Assigned:

Lead Architect (Responsible); Structural Engineer (Reviewer)

Completion date:

22.08.2026

Delay / early completion:

Completed 2 days early

Description:

Issue one coordinated response covering the reviewed architectural and structural drawing package.

Notes / explanation:

The completion record was registered two days before the due date.

Completed through OUT-GEN-018.

5. Monitor response to technical query

Schedule:

Without a date

Type / status / priority:

Alert | Open | Normal

Source record:

OUT-GEN-016 | Technical query

Owner:

Document Controller | documents@example.com

Assigned:

Technical Manager (Responsible)

Description:

Follow the conversation until the requested technical clarification is received.

Notes / explanation:

No contractual response date has been stated.

Open-ended alert without a fixed deadline.

Planning & Assignments

REF chart index

REF charts

R4 Issue consolidated drawing comments

4 interactions | 9 days first-last | IN-GEN-033 | Drawing review request

Planning & Assignments

REF R4

Issue consolidated drawing comments

IN-GEN-033 | Drawing review request | 4 interactions | 9 days first-last

