Change the Schedule Manager

Purpose: Establish the correct schedule manager

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Applies to: e-Builder Schedule Module

Who does it:
An e-Builder user with e-B admin permissions.

When to do it:
This SOP should be used when the incorrect schedule manager appears on the Schedule Details page within the Summary area on the Details tab.

What to do:
1. In e-Builder, open the project.
2. In the Project Menu (left side) click on Schedule.
3. Click the Update Schedule button in the upper right hand corner of the page.
4. Click the Manager Role dropdown menu and choose the role of the person who will be designated as the Schedule Manager.
5. Click on the Manager User dropdown menu and select the correct user.
6. Click the Save button in the upper right hand corner of the Update Schedule page.
7. The changes will appear on the Schedule Details page.

Notes:
1. The schedule manager must be assigned to the project before being assigned as the schedule manager.
2. The schedule manager should typically be the project manager, but e-Builder allows any project member to be the schedule manager.
3. Only one schedule manager is allowed for an e-Builder project, though another user could be a task manager within the schedule.