

## Change the Schedule Manager

Purpose: Establish the correct schedule manager

Revision Date: 11/29/2017

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.

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3. Only one schedule manager is allowed for an e-Builder project, though another user could be a task manager within the schedule.

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