

SOP PS-002: Schedule Classification System

PS-002 | v01

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1. Purpose & Scope

This SOP defines the schedule classification system used by Faolan to categorise project schedules by maturity, accuracy range, and intended use. It establishes the criteria for assigning a schedule class, the minimum content requirements at each class, and the process for advancing a schedule from one class to the next.

Scope: Applicable to all Faolan-managed and Faolan-reviewed project schedules. Used at project initiation to set schedule expectations, at phase gates to confirm schedule maturity, and in schedule audits to assess fitness for purpose.

Out of scope: Schedule development procedure (refer SOP PS-001). Schedule quality health checks (refer SOP PS-010).

2. Definitions and Abbreviations

Term	Definition
Schedule Class	A designation (Class 1 to Class 5) indicating the maturity and expected accuracy of a schedule at a given point in project development
Maturity	The degree to which scope, logic, durations, and resources have been defined in the schedule
Accuracy Range	The expected range of schedule duration variance (overrun or underrun) associated with a given class
LOD	Level of Detail — the depth of activity decomposition in the WBS
WBS	Work Breakdown Structure
AACE	Association for the Advancement of Cost Engineering

3. Roles and Responsibilities (RACI)

Activity	Lead Planner	Controls Manager	Project Manager	Client / PMO
Assign schedule class	R	C	A	I
Confirm class advancement criteria met	R	R	A	C

Activity	Lead Planner	Controls Manager	Project Manager	Client / PMO
Communicate class to stakeholders	I	C	R	A
Review class in schedule audit	R	A	C	C

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Procedure

4.1 Schedule Classification Overview

Faolan adopts the AACE 27r-03 five-class framework, adapted for capital project practice. Class 5 is the least mature; Class 1 is the most mature.

Class	Project Phase	Maturity (% scope defined)	Expected Accuracy Range	Primary Use
Class 5	Concept / Screening	0-2%	-50% to +100%	Feasibility screening, order-of-magnitude
Class 4	Study / Pre-FEED	1-15%	-30% to +50%	Concept selection, AFE screening
Class 3	Preliminary Design / FEED	10-40%	-20% to +30%	Budgeting, FID support
Class 2	Detailed Design / EPC	30-75%	-10% to +20%	Baseline, contract management
Class 1	Check Estimate / Execution	65-100%	-5% to +10%	Change control, claim defence, close-out

4.2 Class Assignment Criteria

Assign the schedule class based on the lowest maturity criterion met across all five dimensions:

Dimension	Class 5	Class 4	Class 3	Class 2	Class 1
WBS depth	Level 1-2	Level 2-3	Level 3-4	Level 4-5	Level 5+
Logic	Milestone only	Major phases only	Full FS logic, limited SS/FF	Full CPM logic	Full CPM, resource-levelled
Durations	Parametric / analogous	Parametric	Parametric + bottom-up mix	Bottom-up, productivity-based	Bottom-up, confirmed actuals
Resources	None	Key resources only	Key resources, partial	Full resource assignment	Full resources, confirmed availability
Basis of Plan	Not required	Summary assumptions	Key assumptions documented	Full BEP	Full BEP, reviewed and approved

If one dimension scores Class 4 and all others score Class 2, the schedule is Class 4.

4.3 Class Advancement Process

1. At each project phase gate, the Lead Planner assesses the schedule against the criteria in Section 4.2.
2. If the schedule meets the minimum criteria for the next class, prepare a class advancement memo documenting evidence for each dimension.
3. Present to the Controls Manager and Project Manager for sign-off.
4. Record the new class in the Schedule Register (TMP-PS-003) with the advancement date and approving authority.
5. Communicate the class change to the client/PMO in the next schedule submission cover letter.

4.4 Minimum Content by Class

Class 5:

- Project start and finish milestones
- Major phase milestones (FEED, FID, Mechanical Completion, Handover)
- Overall duration with contingency range documented

Class 4:

- WBS to Level 2-3
- Phase-level logic (phases linked in sequence)
- Key procurement milestones
- BEP summary (assumptions documented)

Class 3:

- WBS to Level 3-4
- Full Finish-to-Start logic for all activities
- Long-lead procurement activities with durations
- Critical path identified
- BEP complete

Class 2:

- WBS to Level 4-5
- Full CPM logic including SS/FF where applicable
- All procurement activities (requisition through delivery)
- Resources assigned to critical path activities (minimum)
- Full BEP reviewed and approved
- Baseline locked per SOP PS-008

Class 1:

- All Class 2 requirements
- Full resource loading (all activities)
- Actual dates recorded for all completed activities
- Forecast completion with basis documented
- Health check PASS per SOP PS-010

5. Inputs and Outputs

Stage	Inputs	Outputs
Class assignment	Schedule file, BEP, project phase documentation	Schedule class designation, class advancement memo
Class advancement	Evidence against each dimension criterion	Updated Schedule Register, client notification

6. Tools and Templates

Tool / Template	Purpose
Schedule Register (TMP-PS-003)	Recording schedule class and advancement history
Class Advancement Memo Template (TMP-PS-002)	Evidencing criteria met for class advancement

7. References

Reference	Description
AACE 27r-03	Schedule Classification System — the primary reference for the five-class framework
AACE 10S-90	Cost Engineering Terminology
Glencore Planning and Scheduling Standard (036)	Glencore adaptation of schedule classification for mining capital projects
PMI Scheduling Standard 3rd Ed.	Practice Standard for Scheduling — schedule planning and development maturity

8. Quality Criteria / Checklist

#	Check	PASS Criteria
1	Class assigned	A schedule class is documented for every active schedule
2	Lowest dimension rules	Class reflects the lowest-scoring dimension, not an average
3	Class matches phase	Schedule class is consistent with current project development phase
4	Advancement documented	Class changes are recorded in the Schedule Register with date and approver
5	BEP consistent	BEP version matches current schedule class requirements
6	Client notified	Class changes are communicated to client/PMO in schedule submission

9. Revision History

Version	Date	Author	Description
v01	2026-04-03	Tracker (#2)	Initial draft — Phase 2 SOP Sprint

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