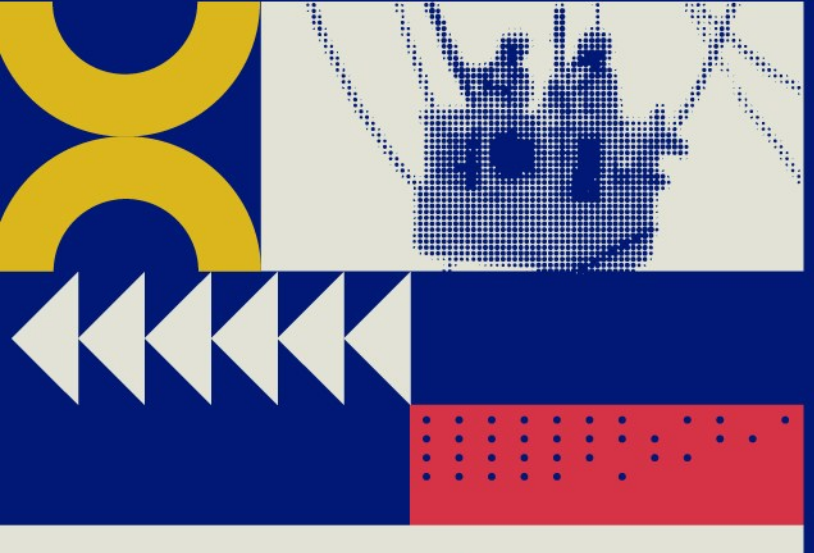


NECA 125
2026 LAS VEGAS



Planning for Productivity

Ken Brouwer, PJS Electric, Inc.
Mike Curran, Red Top Electric
Amelia Celoza, University of Colorado Boulder

CONVENTION EDUCATION

This session is eligible for 2 Continuing Education Hours.

For these hours to appear on your certificate, you must:

- Have your badge scanned at the door
- Attend 90% of this presentation
- Fill out the online evaluation for this session

Our Session Today

- Sharing best practices in planning
- Interactive – ask us questions throughout the session



Why Planning Matters

- Electrical contractors represent ~27% of specialty contractors' project costs – lots of opportunity for risk and reward
- Reduces variability and risk
- Predictable productivity drives performance

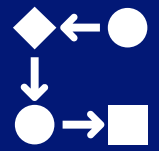
Research Purpose and Approach

Research Goal: Identify best practices for planning to create more constructible and realistic project plans

Interviews and documents were collected from 20 companies

- 12 Electrical Contractors
- 5 General Contractors
- 3 Electrical Supply Houses and Technology Providers

Key Takeaways



Consistent processes drive success



Clear handoffs improve knowledge transfer



Balance complexity and practicality

Planning Lifecycle



Proposal Development

- Use planning checklists
- Establish cost codes early
- Define process expectations (e.g., submittals)

PROJECT PLANNING CHECKLIST

Project Information	
Project Name:	
Project Number:	
Estimator:	
Project Manager:	
Customer (GC/Owner):	
Customer Contact:	
Bid Due Date:	

General Information		
Item	**Required**	**Notes**
Liquidated Damages:	☐Yes ☐ No	
Retention / Retainage:	☐Yes ☐ No	
MBE/WBE/DBE Requirements:	☐Yes ☐ No	
Temporary Power / Lighting Requirements:	☐Yes ☐ No	

Schedule	
Item	**Notes**
Project Start Date:	
Project Finish Date:	
Overall Duration:	

Insurance and Bond Requirements	
Item	**Notes**
Insurance Requirements:	
OCIP / CCIP:	
Bonds:	

Handover Best Practices

- Formal kickoff meetings
- Identify risks and opportunities
- Establish RACI roles
- Set up project documentation systems

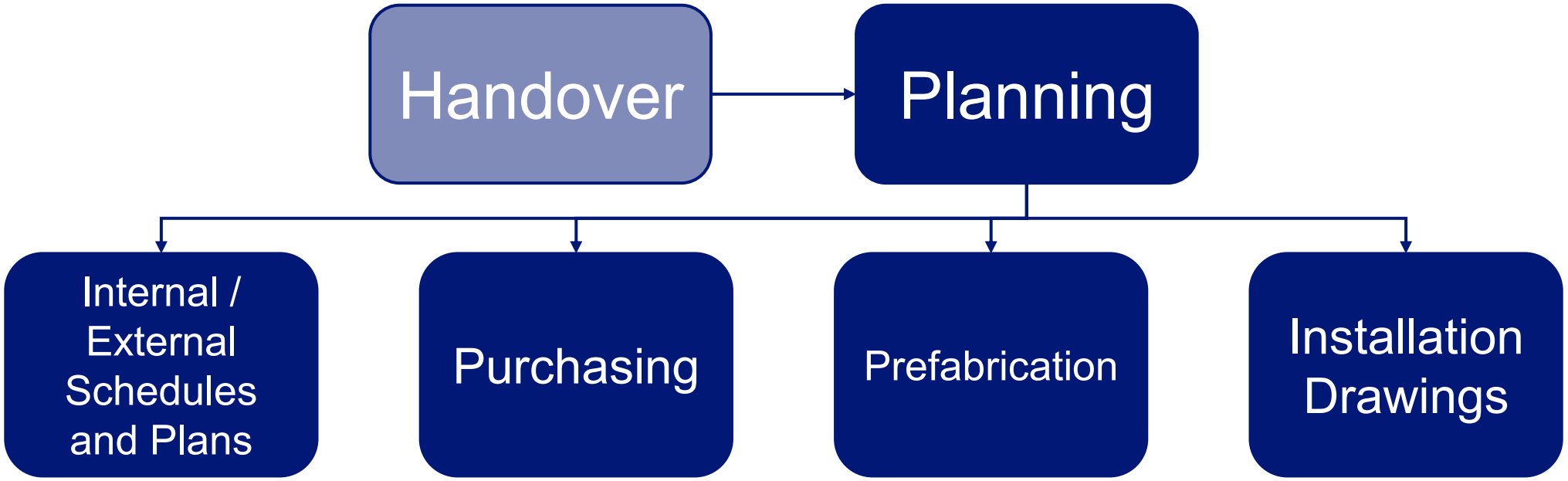
HANDOVER MEETING AGENDA

Project Information	
Project Name:	
Project Number:	
Customer (GC/Owner):	
Date:	

Meeting Attendees		
Position	**Name**	**Attendance Status**
Estimator		
Project Manager		
Superintendent		
Foreman		
Safety		
Accounting		
VDC/BIM		
List other team members		

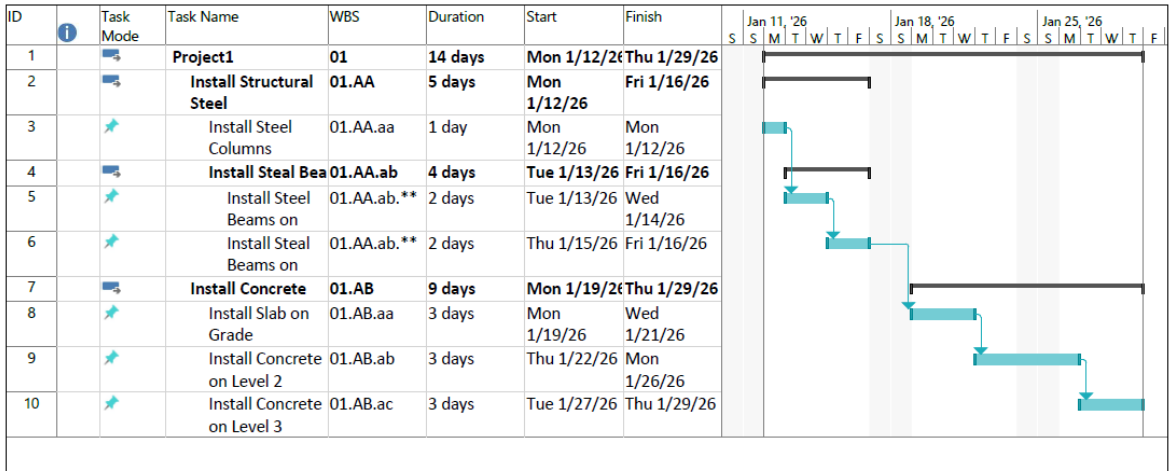
Items to be Reviewed and Discussed		
Project Scope and Contract Information		
Item	**Complete**	**Notes**
Project / Contract Total	☐Yes ☐ No	
Project Overview	☐Yes ☐ No	
Major Systems	☐Yes ☐ No	
Scope of Work	☐Yes ☐ No	
Drawings and Specifications	☐Yes ☐ No	
Bid RFIs	☐Yes ☐ No	
Contract	☐Yes ☐ No	

Detailed Planning



Schedules and Lookahead Plans

- Develop schedules with field input
- Use work breakdown structures
- Create work packages with manpower needs



ID	Task Mode	Task Name	WBS	Duration	Start	Finish
1		**Project1**	**01**	**14 days**	**Mon 1/12/26**	**Thu 1/29/26**
2		**Install Structural Steel**	**01.AA**	**5 days**	**Mon 1/12/26**	**Fri 1/16/26**
3		Install Steel Columns	01.AA.aa	1 day	Mon 1/12/26	Mon 1/12/26
4		**Install Steal Bea**	**01.AA.ab**	**4 days**	**Tue 1/13/26**	**Fri 1/16/26**
5		Install Steel Beams on	01.AA.ab.**	2 days	Tue 1/13/26	Wed 1/14/26
6		Install Steal Beams on	01.AA.ab.**	2 days	Thu 1/15/26	Fri 1/16/26
7		**Install Concrete**	**01.AB**	**9 days**	**Mon 1/19/26**	**Thu 1/29/26**
8		Install Slab on Grade	01.AB.aa	3 days	Mon 1/19/26	Wed 1/21/26
9		Install Concrete on Level 2	01.AB.ab	3 days	Thu 1/22/26	Mon 1/26/26
10		Install Concrete on Level 3	01.AB.ac	3 days	Tue 1/27/26	Thu 1/29/26

Purchasing

Long Lead Equipment

- Start the submittal process as soon as possible
- Use a tracking log to show current status of all long lead items

Bulk Materials

- Determine how much to order early (ex. 70-80% of estimate)
- Consider bundling multiple projects to increase negotiation power

Prefabrication and Kitting

- Identify prefab opportunities
- Use kitting for work packages
- Coordinate deliveries and staging





Prefabrication and Kitting



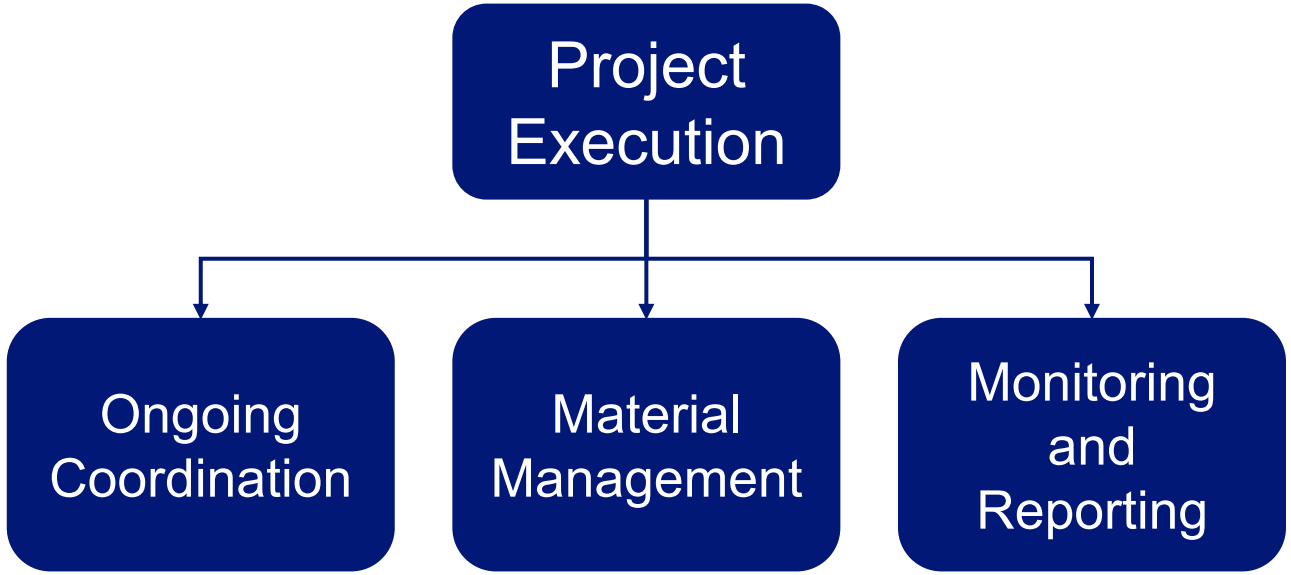


Shop Drawings

- Identify what shop drawings are needed for the job
- Develop shop drawings
- Coordinate drawings with install kits

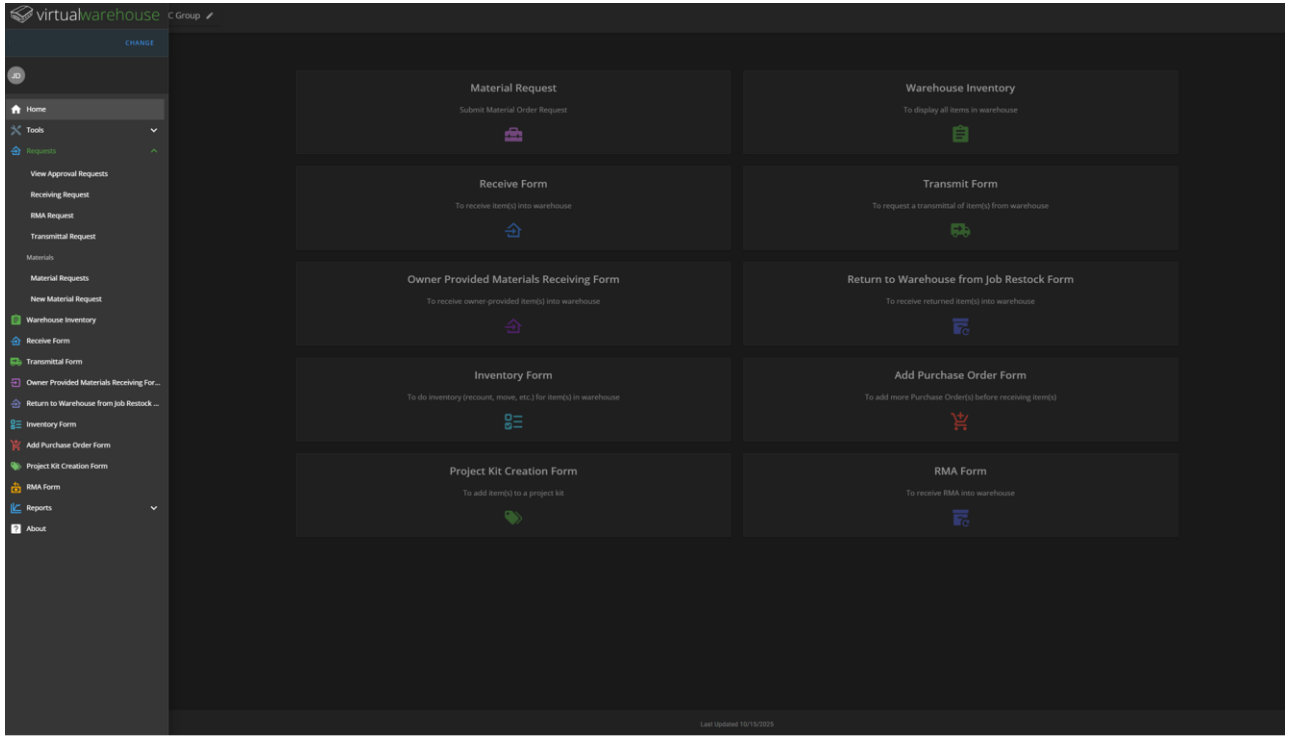
Project Execution

- Continuous coordination
- Internal and external communication
- Proactive issue identification



Material Management

- Integrate software systems
- Avoid over-ordering
- Coordinate with suppliers
- Align materials to work packages



Monitoring and Reporting

- Track key metrics
- Use consistent cost codes
- Review performance regularly
- Act on identified risks

Actual versus planned labor hours

Actual versus estimated labor cost

Production rates

Material cost versus estimate

Profit percentage

Lessons Learned

- Conduct post-project reviews
- Identify root causes
- Capture best practices
- Build lessons learned library

POSTMORTEM REVIEW MEETING AGENDA

Meeting Goal: The intent of this meeting is to understand what went well and what areas we can improve as a team. Our goal is continuous improvement. The questions we'll discuss are not to point blame, critique, or find fault, but to develop best practices that strengthen our company and team. Project Managers and Field Leaders and Superintendents will fill this document out independently and be ready to discuss it during our meeting. The Project Manager is responsible for inviting the team to this meeting. It is expected that the Project Manager, Field Leader, Vice President, and *[list other team members]* attend this meeting.

Project Information

Project Name:	
Project Number:	
Date:	

Meeting Attendees

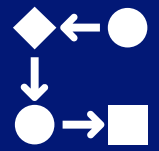
Position	Name	Attendance Status
Project Manager		
Superintendent		
Foreman		
Estimator		
Vice President		
List other team members		

Postmortem Questions

Before the meeting, fill out this document and be ready to discuss.

What was learned about the project in general?

Key Takeaways



Consistent processes drive success



Clear handoffs improve knowledge transfer



Balance complexity and practicality

Where to learn more?

Check out the Planning Best Practices Report

Download our presentation and related resources

NECA 2026 LAS VEGAS

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