BURNS McDONNELL

Interactive Project Planning Meeting (IPPM)

Building a realistic, team-owned project execution schedule.
"When everyone helps build the schedule, everyone owns the outcome."



Opening and Setting the Stage

01/SESSION OBJECTIVES

02/IPPM FRAMEWORK

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SESSION OBJECTIVES

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IPPM Session

Session Objectives

1. **Create shared ownership** through clear roles and commitments
2. **Identify risks, dependencies, and conflicts** before execution
3. **Align design, construction, and client stakeholders**
4. **Apply practical IPPM techniques** to future projects



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IPPM FRAMEWORK

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IPPM Framework

Interactive planning

IPPM brings teams into the planning process together, replacing static handoffs with active discussion and shared input.

Integrative approach

Connects scope, timing, risks, dependencies; aligns cross-functional decisions.

Real-time consensus

Live input shows trade-offs; speeds agreement.



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IPPM Framework

Traditional scheduling	IPPM approach
Schedule developed by a limited group	Plan developed collaboratively
Discipline inputs gathered separately	Dependencies discussed in the room
Conflicts discovered during execution	Conflicts surfaced before execution
Schedule communicated to the team	Commitments made by the team

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IPPM Framework

Before the IPPM

1. Identify likely critical path drivers
2. Gather key activities and milestones
3. Identify critical assumptions
4. Gauge team IPPM experience
5. Confirm participants
6. Prepare wants vs needs



IPPM Framework – Who Does What?

Stakeholders provide detailed inputs; support roles enable smooth session delivery.

1 - Stakeholders

- Specialized Knowledge
- Area Expertise
- Detailed Inputs
- Activity Guidance
- Decision Support
- Session Insight

2 - Support

- Documentation
- Logistics
- Technical Support
- Session Setup
- Materials Support
- Action Tracking

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IPPM Framework

Preparing the Client for the IPPM

1. Be briefed on your role and expected participation
2. Understand session goals and desired outcomes in advance
3. Review key discussion topics
4. Come prepared to provide timely decisions during the IPPM
5. Share prompt feedback



Room Setup Requirements

Designed for Interaction and Visibility

ROOM LAYOUT

Use a room layout that keeps participants facing one another and able to engage quickly.

PLANNING SURFACE

Ensure the schedule is clearly visible from all seats: continuous wall or board space for the full project timeline, discipline activities, red flags, and action items.

AUDIO SETUP

Provide reliable microphones, speakers, and stable connectivity so discussion flows without delays or repeated clarifications.

VIRTUAL ACCESS

Support remote attendees with strong video, clear sightlines, and simple ways to join and contribute.

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Set Clear Expectations

1. Actively Participate
2. Stay on Task – Use Parking Lot Approach
3. One Speaker at a Time
4. Keep comments direct and actionable
5. Be Open to “Outside the Box” Solutions
6. Raise concerns in the room, not after the session



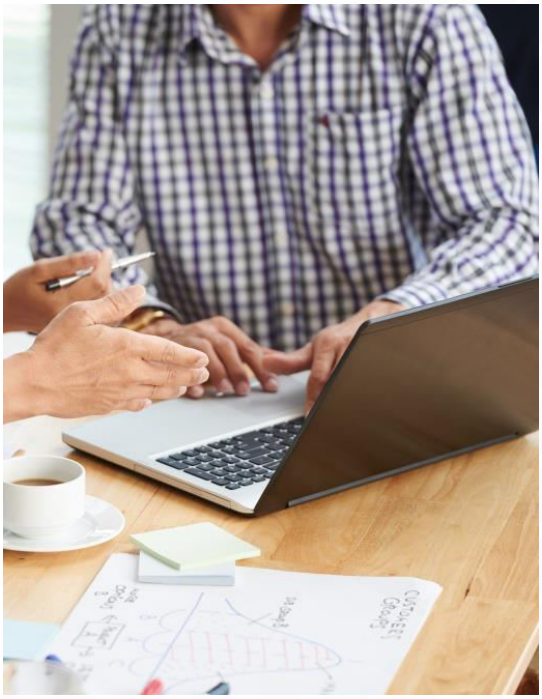
Win-Win attitude = Project Success

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IPPM Framework – Running the Session

Build the planning board

1. Post contractual and client milestones
2. Add mechanical completion and startup dates
3. Add funding, permit, and approval constraints
4. Identify critical and secondary paths
5. Add long-lead material and equipment dates
6. Confirm the planning boundaries for the session

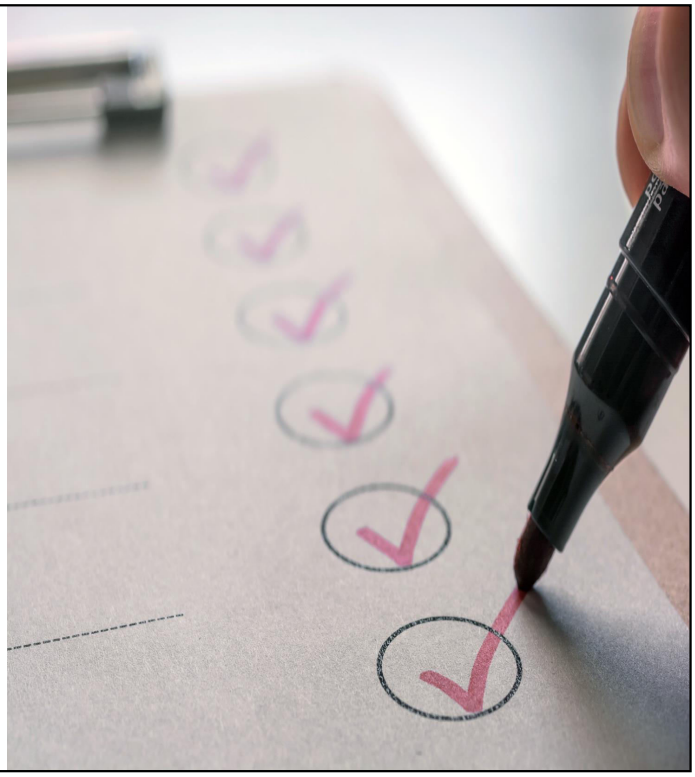


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IPPM Framework- Running the Session

Test and commit to the logic

1. Engage when impacted – don't sit in silence
2. Identify critical predecessors, successors, and handoffs
3. Surface logic conflicts early and evaluate practical trade-offs
4. Build consensus around a realistic plan
5. Confirm shared commitment
6. Leave with clear ownership



LIVE DEMO

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How the Session Runs

1. PM/PE reviews project scope
2. Major milestones and front-end constraints are posted
3. Critical and secondary paths are identified
4. The team works backward and forward through the logic
5. Discipline leads post their critical activities
6. Long-lead deliveries are incorporated



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POST-SESSSION ACTIVITIES

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After the IPPM: Follow-Up

1. Publish meeting notes and agreed decisions
2. Issue the action-item and parking-lot lists
3. Publish the IPPM block schedule
4. Develop and resource-load the integrated schedule
5. Validate logic against labor-hour budgets
6. Issue the schedule for team review



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CLOSING

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Post-Session Activities - Closing

Adopt IPPM



Prepare stakeholders.

Build the logic together.

Leave with commitments.

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Thank You



QUESTIONS?

Complete Survey

To earn 1 PDH

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