

JASON DEAN ELBOURNE

PROJECT PLANNER

SUMMARY			
	<p>I have 7 solid years project planning and schedule management experience on both small, medium and large projects as well as local (RSA) and International multidisciplinary mega-projects.</p> <p>I have completed Primavera P6 Basics and Advanced courses as well as Microsoft Projects Level 2 and am well versed in the Microsoft Office suite.</p> <p>I am a hard worker who believes strongly in timeous delivery, professionalism and quality of work.</p>		
COMPUTER SKILLS			
	<ul style="list-style-type: none">• Proficient in: Primavera P6 (v7; v8.2; v8.3.2; v16.2)• Proficient in: Microsoft Excel• Proficient in: Microsoft Word• Proficient in: Microsoft PowerPoint• Proficient in: Microsoft Projects (2010; 2013; 2016)		
EXPERIENCE			
	<table border="1"><tr><td>Company: PaCE Services Client: Exxaro Mining Company Designation: Project Planner Project: Thabametsi Independent Power Producer Phase 1</td><td>SEPTEMBER 2017 to DATE</td></tr></table>	Company: PaCE Services Client: Exxaro Mining Company Designation: Project Planner Project: Thabametsi Independent Power Producer Phase 1	SEPTEMBER 2017 to DATE
Company: PaCE Services Client: Exxaro Mining Company Designation: Project Planner Project: Thabametsi Independent Power Producer Phase 1	SEPTEMBER 2017 to DATE		
	<ul style="list-style-type: none">• Establishing Master Schedule incorporating various contractors detailed schedule for upward reporting;• Establishing Cost / Time integration using Primavera and Costrac through codes;• Assisting with tender evaluation and scoring for preferred contractors contract award;• Evaluating and establishing key interface milestones for contractor and scope management;• Reviewing and adjusting management plans, specifications and procedures;• Establishing baseline program incorporating contractual requirements to support site activities and potential claims;• Project planning, including activity planning and sequencing;• Preparation of schedules for the contracted scope of works;• Creating WBS and coding, resource planning and Critical Path Analysis;• Monitor & track the progress of schedule activities & make reliable forecasts;• Generate management reports based on schedule updates;• Creating presentations for clients and contractors;• Advanced use of Excel to define necessary information and calculations;• Coordinating and tasking other team members to provide information necessary for management and client;• Accurate and timely critical-path management of the project schedules;• Provide reports, schedules, updates and input as required regarding the scheduling and planning for the projects;• Develop and Maintain recovery plans as and when required;• Develop and Maintain tracking sheets for accurate reporting;• Analysis as required for monthly reporting;		

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	Company: PaCE Services Client: Honeywell Automation & Control Solutions - CBMS Project Designation: Project Planner Project: Medupi Power Station	APRIL 2016 to SEPTEMBER 2017
	<ul style="list-style-type: none">• Establishing baseline program incorporating contractual requirements to support site activities and potential claims;• Project planning, including activity planning and sequencing;• Preparation of schedules for the contracted scope of works;• Creating WBS and coding;• Resource Planning;• Monitor & track the progress of schedule activities & make reliable forecasts;• Generate management reports based on schedule updates;• Critical Path Analysis;• Creating presentations for clients and contractors;• Advanced use of Excel to define necessary information and calculations;• Coordinating and tasking other team members to provide information necessary for management and client;• Accurate and timely critical-path management of the project schedules;• Provide reports, schedules, updates and input as required regarding the scheduling and planning for the projects;• Maintaining and updating various registers (Access, Risk, Schedule Changes, Claims);• Develop and Maintain recovery plans as and when required;• Develop and Maintain tracking sheets for accurate reporting;• Analysis as required for monthly reporting;	
	Company: PaCE Services Client: Honeywell Automation & Control Solutions - CBMS Project Designation: Planning Consultant Project: Kusile Power Station	JANUARY 2016 to APRIL 2016
	<ul style="list-style-type: none">• Establishing baseline program incorporating FIDIC (Yellow Book) requirements to support site activities and potential claims;• Interface with site management and Eskom to ensure full alignment of expectations and requirements;• Evaluate the existing project program for conformance to contractual requirements and its suitability to support EOT or cost related claims;• Analysis as required for monthly reporting;	

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	Company: PaCE Services Client: Telkom South Africa Designation: Project Planner Project: 3MW SOLAR PV PROJECT	OCTOBER 2015 to APRIL 2016
	<ul style="list-style-type: none"> Establishing baseline program incorporating contractual requirements to support site activities and potential claims; Project planning, including activity planning and sequencing; Preparation of schedules for the contracted scope of works; Creating WBS and coding; Resource Planning; Monitor & track the progress of schedule activities & make reliable forecasts; Generate management reports based on schedule updates; Critical Path Analysis; Creating presentations for clients and contractors; Advanced use of Excel to define necessary information and calculations; Coordinating and tasking other team members to provide information necessary for management and client; Accurate and timely critical-path management of the project schedules; Provide reports, schedules, updates and input as required regarding the scheduling and planning for the projects. Analysis as required for monthly reporting; 	
	Company: PaCE Services Client: Honeywell Automation & Control Solutions - CBMS Project Designation: Planning Consultant Project: Medupi Power Station	MAY 2015 to OCTOBER 2015
	<ul style="list-style-type: none"> Establishing baseline program incorporating FIDIC (Yellow Book) requirements to support site activities and potential claims; Interface with site management and Eskom to ensure full alignment of expectations and requirements; Evaluate the existing project program for conformance to contractual requirements and its suitability to support EOT or cost related claims; Analysis as required for monthly reporting; 	
	Company: PaCE Services Client: Mitsubishi Hitachi Power Systems Africa Designation: Assistant Forensic Planner Project: Kusile Power Station	JULY 2014 to APRIL 2015
	<ul style="list-style-type: none"> Assisting forensic planners; Compiling record assessment AND documentation for claims ; Compiling registers (calendars; programme; daily reports; stability certificates, etc.) Assisting in showing a delay for claim in P6; Assisting in a narrative of delay; 	

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	Company: PaCE Services Client: Rand Gold Resources Designation: Junior Project Planner Project: Kibali Gold Project (DRC)	MARCH 2012 to JULY 2014
	<ul style="list-style-type: none">• Project planning, including Activity Planning and Sequencing;• Preparation of schedules for the contracted scope of works;• Creating WBS and coding;• Resource Planning;• Updating of tracking sheets;• Progress updates;• Monitor & track the progress of schedule activities & make reliable forecasts;• Generate management reports based on schedule updates;• Critical Path Analysis;• Reading and interpretation of engineering drawings and 3D models.• Creating schedules for department integration• Creating presentations for clients and contractors• Advanced use of Excel to define necessary information and calculations• Coordinating and tasking other team members to provide information necessary for management and clients• Updating, scheduling and reporting.• Revise, and add details as required for the schedules as the projects progress through their development and execution stages.• Accurate and timely critical-path management of the project schedules.• Provide reports, schedules, updates and input as required regarding the scheduling and planning for the projects.	
	Company: PaCE Services Client: Impact Engineering Designation: Junior Project Planner Project: Shoprite Checker Distribution Centre	SEPTEMBER 2011 to MARCH 2012
	<ul style="list-style-type: none">• Update material received list and populate list of outstanding steel (broken down into erection stages);• Record site daily dairies;• Record lost days due to weather;• Number of people on site;• Planned work for that day;• Equipment on site;• Organize steel inspections for resident engineer;• Update schedule progress and report issues;• Record VO's and site instructions in a register;• Ensure that areas are handed over and signed off. Sheeting release, grout release, practical completion, final completion;	

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	Company: Kentz Engineers & Constructors Client: Vale / Odebrecht JV Designation: Junior Project Planner (Based in Tete, Mozambique) Project: Moatize Coal Mine	APRIL 2011 to AUGUST 2011
	<ul style="list-style-type: none">• Liaise with senior staff for daily progress data;• Capture progress on material tracking spreadsheets;• Update project spreadsheets;• Build and maintain a start-up schedule;• Attend progress meetings and take minutes;• Various other duties on site gaining valuable experience with the civil mechanical and structural steel and E & I teams.	
	Company: Kentz Engineers & Constructors Client: Sasol Designation: Junior Project Planner (Based in Sasol, Secunda) Project: Sasol	JANUARY 2011 to APRIL 2011
	<ul style="list-style-type: none">• Liaise with senior staff for daily progress data;• Capture progress on material tracking spreadsheets;• Update project spreadsheets;• Various other duties on site gaining valuable experience with the civil, mechanical and structural steel and E & I teams.	
	Company: Kentz Engineers & Constructors Client: Hatch Designation: Junior Project Planner (Based in RBM, Richards Bay) Project: Richards Bay Mineral Expansion Project	NOVEMBER 2009 to JANUARY 2011
	<ul style="list-style-type: none">• Liaise with senior staff for daily progress data;• Capture progress on material tracking spreadsheets;• Update project schedule using Primavera P3;• Management reports from Primavera;• Various other duties on site gaining valuable experience with the Civil, mechanical and structural steel teams;• Q.C work – capturing and handling packs for sign off and client handover.	
EDUCATION		
	Institution: Amazimtoti High School	DECEMBER 2007
	<ul style="list-style-type: none">• Senior Certificate	
	Institution: University of Cape Town (Correspondence)	JANUARY 2011
	<ul style="list-style-type: none">• Project Administration Course	
	Institution: Enterprise Project Solutions	MARCH 2011
	<ul style="list-style-type: none">• Primavera P6 Training Course (102)	
	Institution: Enterprise Project Solutions	JULY 2013
	<ul style="list-style-type: none">• Primavera P6 Training Course (106)	
	Institution: Dynamix Learning Solutions	JULY 2013
	<ul style="list-style-type: none">• Microsoft Projects 2010 (Level 2)	

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