

Initial Project Schedule Checklist

Project Information

Contract ID: _____

Reviewer

Name: _____

Title: _____

Date: _____

General

	<u>Meets Specification</u>	
	Yes	No
Draft initial project schedule submitted to the Engineer within thirty (30) alendar days after the Award Date?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting held to review?	<input type="checkbox"/>	<input type="checkbox"/>
Schedule begins with the date of Award (data date=Award Date)?	<input type="checkbox"/>	<input type="checkbox"/>
Schedule ends on or before Contract Completion Date?	<input type="checkbox"/>	<input type="checkbox"/>
Float is defined as the amount of time between the date when an activity can start (early start), and the date when an activity must start (late start)?	<input type="checkbox"/>	<input type="checkbox"/>
Detailed plan for the first 120 calendar days after Notice to Proceed?	<input type="checkbox"/>	<input type="checkbox"/>

Submission Requirements

	<u>Meets Specification</u>	
	Yes	No
One hard copy of the schedule received (Printed or PDF)?	<input type="checkbox"/>	<input type="checkbox"/>
One electronic copy of the schedule received? .xer Format?	<input type="checkbox"/>	<input type="checkbox"/>

Logic Diagram

	<u>Meets Specification</u>	
	Yes	No
In color?	<input type="checkbox"/>	<input type="checkbox"/>
Depicting no more than 50 activities on each 11 x 17 inch sheet?	<input type="checkbox"/>	<input type="checkbox"/>
Each sheet including title, match data for diagram correlation, and a key?	<input type="checkbox"/>	<input type="checkbox"/>

Tabular sorts of activities by

	Meets Specification	
	Yes	No
Early start?	<input type="checkbox"/>	<input type="checkbox"/>
Predecessors?	<input type="checkbox"/>	<input type="checkbox"/>
Successors?	<input type="checkbox"/>	<input type="checkbox"/>
Work area by early start?	<input type="checkbox"/>	<input type="checkbox"/>
Total float?	<input type="checkbox"/>	<input type="checkbox"/>

Bar Chart

	Meets Specification	
	Yes	No
60-day look-ahead bar charts [sorted] by early start?	<input type="checkbox"/>	<input type="checkbox"/>

Narrative Report – Does it address...

	Meets Specification	
	Yes	No
Approach to sequencing the work?	<input type="checkbox"/>	<input type="checkbox"/>
Critical or longest path?	<input type="checkbox"/>	<input type="checkbox"/>
Potential conflicts that may affect the schedule and how they might be Mitigated?	<input type="checkbox"/>	<input type="checkbox"/>
Workdays per week?	<input type="checkbox"/>	<input type="checkbox"/>
Holidays?	<input type="checkbox"/>	<input type="checkbox"/>
Number of shifts per day?	<input type="checkbox"/>	<input type="checkbox"/>
Number of hours per shift?	<input type="checkbox"/>	<input type="checkbox"/>
Equipment use?	<input type="checkbox"/>	<input type="checkbox"/>
How the schedule accommodates adverse weather days for each month?	<input type="checkbox"/>	<input type="checkbox"/>

CPM Schedule Identifies, Includes, or Uses

	Meets Specification	
	Yes	No
Working days to create schedule (activities with % complete based on duration, combined with Work and Nonwork calendar days)?	<input type="checkbox"/>	<input type="checkbox"/>
Planned start and completion (finish) dates for each activity?	<input type="checkbox"/>	<input type="checkbox"/>
Alphanumeric coding structure and activity identification system (Activity IDs or Activity Codes)?	<input type="checkbox"/>	<input type="checkbox"/>

Duration of each activity (stated in work days), and with activities of more than one update period or thirty (30) work days in duration broken into two or more activities distinguished by location or some other feature)	<input type="checkbox"/>	<input type="checkbox"/>
Do the Calendars in P6 match what is described in the narrative?	<input type="checkbox"/>	<input type="checkbox"/>
Have all contract restrictions been included in the calendars including seasonal planting, asphalt, and environmental commitments?	<input type="checkbox"/>	<input type="checkbox"/>
Finish-to-start relationships among activities, without leads or lags, unless otherwise approved by the Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
Interim, milestone, and project completion dates specified in the Contract as the only contractual constraints in the schedule logic?	<input type="checkbox"/>	<input type="checkbox"/>
The critical or longest path identifying the controlling activities of the Work?	<input type="checkbox"/>	<input type="checkbox"/>
Activities related to the procurement of materials, equipment, and articles of special manufacture?	<input type="checkbox"/>	<input type="checkbox"/>
Activities related to the submission of working drawings, plans, and other data specified for review or approval by the Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
Are the submittal review durations appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Activities related to Department inspections and approvals?	<input type="checkbox"/>	<input type="checkbox"/>
Are activity durations appropriate for the activity?	<input type="checkbox"/>	<input type="checkbox"/>
Specified activities performed by the Department, subcontractors, suppliers, and third parties such as utilities and railroads?	<input type="checkbox"/>	<input type="checkbox"/>

CPM Schedule Shall NOT Include

	<u>Meets Specification</u>	
	Yes	No
Float suppression techniques, such as preferential sequencing.	<input type="checkbox"/>	<input type="checkbox"/>
Are SS and FF relationships used in the schedule?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Engineer approved these relationships?	<input type="checkbox"/>	<input type="checkbox"/>
Special lead/lag logic restraints.	<input type="checkbox"/>	<input type="checkbox"/>
Zero total or free float constraints.	<input type="checkbox"/>	<input type="checkbox"/>
Constraint dates other than required by the Contract.	<input type="checkbox"/>	<input type="checkbox"/>

The Engineer's acceptance is based solely on whether the baseline schedule meets the requirements of 108.03. Review comments made by the Engineer on the initial schedule will not relieve the Contractor from compliance with the Contract. The Contractor is responsible for scheduling, sequencing, and prosecuting the Work to comply with the Contract requirements.

Comments:

Signature: