

CPM SCHEDULE REVIEW CHECKLIST

BASELINE SCHEDULE REVIEW

1. Schedule format submitted is as specified and is one of the following:
 - Detailed Bar Chart
 - CPM schedule in the form of activity on node precedence network diagram
2. Contractor's scheduling software is either of the following:
 - Primavera Project Planner
 - SURETRAK
3. Scheduling submittal package complete per contract documents (You got all the required reports.)
4. Schedule submittal was on time
5. Schedule is an accurate representation of the anticipated progress of the work
6. No missing work or coordination activities
7. Early finish schedule (if adopted) is adequately addressed (Write the change order to adjust the completion date if required.)
8. Float is properly indicated
9. Contract milestones, including NTP, are indicated correctly and properly constrained
10. Start and finish dates are consistent with contract documents
11. Activity duration and productivity estimates are reasonable, especially activities with less than a month's float
12. Construction sequence is logical, especially activities with less than 20 working days float
13. Shop drawing submittal activities are comprehensive and review times are adequate
14. All owner furnished equipment and other owner obligations are properly indicated.
15. Required training activities are shown
16. Required O&M Manual activities are shown.

17. Fabrication and delivery of all major equipment is indicated (including required shop or performance testing)
18. Interfaces with other contracts and facility operations are shown and properly constrained
19. Percent of critical path activities is reasonable (get rid of float suppression logic)
20. Is the scope of each activity clear?
21. Adequate time is allotted for contract start up, testing and closeout
22. Labeling and segregation of activities are related to specific physical areas
23. Activity responsibility coding is as specified
24. All on site construction activities are cost loaded, personnel loaded, equipment loaded (as applicable)
25. Required ancillary reports submitted
 - Schedule Cost Loading and Cash Flow
 - Manpower Requirements Forecast
 - Equipment report
 - Work breakdown structure, alpha-numeric coding structure and activity identification system
 - List of submittals
26. If your spec allows time extensions only for "unusually severe" weather, are there adequate non-working days allotted?
27. Are the calendars appropriate with holidays designated as non-working days?

PRELIMINARY SCHEDULE REVIEW (If required)

1. Does it cover the period specified?
2. Does it seem to give the contractor an adequate start to the work?
3. The rest of the preliminary review is done using the appropriate parts of the BASELINE REVIEW checklist

UPDATE REVIEW

1. Was the submittal on time (the due dates for update submittals should be established in writing)?

2. Is the submittal complete (plots, reports, diskettes, etc. especially the complete hard copy list of all changes made)?
3. Are approved change order impacts included and properly identified?
4. Are the status dates and remaining durations correct?
5. Was the progress override option used?
6. Check out of sequence progress (is it necessary to add some finish to finish logic)
7. Are the logic changes acceptable and were they preapproved?
8. If the project is late:
Do you need to remind the contractor about Liquidated Damages (LDs) or request a recovery schedule? Does Con Ad need to withhold money for potential LDs?
Or do you need to think about trying to accelerate the contract?
9. Check to see if arbitrary constraints were added.
10. Correlation exists between the progress payment request and the corresponding progress on schedule activities
11. Is the schedule getting later each month? Whose fault is it? Are more City or contractor resources needed?
12. What activities should the contractor and the CM focus on for the next month?

WEEKLY PROGRESS REPORTS

1. Does the one week history accurately show starts and finishes? (Con Ad may be consulted to comment on the accuracy.)
2. Are the corresponding CPM activity numbers listed?
3. Is the contractor projecting to start on time those activities that the monthly update shows to be near critical?