

# Initial Project Schedule Checklist

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## Project Information

Contract ID: \_\_\_\_\_

## Reviewer

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## General

	<u>Meets Specification</u>	
	Yes	No
Initial project schedule (IPS) submitted within thirty (30) calendar days after the Contract Award? _____	<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 the Work order is issued? _____	<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"/>

**Gantt Chart****Meets Specification**

	<b>Yes</b>	<b>No</b>
In PDF format to fit 11x17 inch paper?	<input type="checkbox"/>	<input type="checkbox"/>
Project Critical Path sorted by early start?	<input type="checkbox"/>	<input type="checkbox"/>
All uncompleted work activities as of data date sorted by area and early start?	<input type="checkbox"/>	<input type="checkbox"/>
120-day detailed plan sorted by early start?	<input type="checkbox"/>	<input type="checkbox"/>

**Narrative Report****Meets Specification**

	<b>Yes</b>	<b>No</b>
In PDF format to fit 8.5x11 inch paper?	<input type="checkbox"/>	<input type="checkbox"/>
Detailed approach to sequencing the work including assumptions and restrictions considered?	<input type="checkbox"/>	<input type="checkbox"/>
Description of Critical path?	<input type="checkbox"/>	<input type="checkbox"/>
Description of the near-critical paths, activities not on the Critical Path with total float less than 20 days of total float	<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"/>
Identification of submittal approvals necessary?	<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"/>
How the schedule accommodates adverse weather days for each month?	<input type="checkbox"/>	<input type="checkbox"/>
Description of execution plan, including number and type of crews, but not limited to?	<input type="checkbox"/>	<input type="checkbox"/>
A list of subcontractors' crews, and expected equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Large equipment transport and delivery?	<input type="checkbox"/>	<input type="checkbox"/>
Transportation permits for oversized/overweight loads, and availability?	<input type="checkbox"/>	<input type="checkbox"/>

## IPS Schedule

	<u>Meets Specification</u>	
	<b>Yes</b>	<b>No</b>
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 twenty (20) working 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 approved?	<input type="checkbox"/>	<input type="checkbox"/>
Constraints are the interim, milestone, and project completion dates the only ones specified in the Contract schedule logic?	<input type="checkbox"/>	<input type="checkbox"/>
The critical path identifying the controlling activities of the Work?	<input type="checkbox"/>	<input type="checkbox"/>
Project Identification number is the same?	<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?	<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"/>

## IPS 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:**