



Critical Path Method (CPM) Schedules and Narratives Checklist for January 28, 2013 version of Section 155 SCRs

Note: if the Section 155 SCR in your contract has a date earlier than January 28, 2013, some of the contract requirements may be slightly different than below

Project Name: _____ Reviewer Name: _____
 Project Number: _____ Date of Review: _____
 Contract Number: _____ Submittal Number: _____

Schedule submittal is:

Approved Approved with Corrections Noted Rejected (or Not Approved)

General Comments:

** If form used to analyze schedule, file completed form with schedule.

	Yes	No	N/A	Description	Comments
I. General Contract Requirements					
SCR Subsections: 155.03, 155.05					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was the schedule received within the proper timeframe?	
				Initial Construction Schedule = Timeframe as required by SCR	
				Updated Construction Schedule = By the 15 th of the month or as required by the SCR	
				Resubmittal = within 7 days of previous schedule rejection	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the Contractor provide 3 paper copies, an electronic copy in native file format, and a pdf copy?	
Comments:					

	Yes	No	N/A	Description
II. Contract Requirements - CPM				
SCR Subsections: 155.03, 155.05 and 155.06(a)(1) through 155.06(a)(14),				
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the schedule show completion within contract time? Note: Schedules that show early completion dates require a thorough review to ensure the schedule is reasonable. Schedules that do not show completion within contract time or the Fixed Completion Date (FCD) have special requirements to ensure that we are not allowing a later completion date and that we communicate to the contractor that we are not waiving our rights under the contract. See the Construction Manual and discuss with your COE or the Contract Admin Engineer.
Is there a title page or header block including the following:				
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contract Number or Task Order Number
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Number
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Name
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor Name
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Fixed Completion Date
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Submittal
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Number
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are activity descriptions shown and related to contract or task order pay items?
Are activities shown for the following:				
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittals
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal review
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fabrication
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deliveries
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are activity names or descriptions shown on the CPM diagram with the activity bar?
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Are the activities grouped by area (bridge or roadway location) and by type of work (submittals, utilities, roadway, bridge)?</i>
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are original and remaining durations shown?
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Are construction related activity durations less than 20 days?</i>
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Does the schedule show intended submittal dates, delivery dates, and review times?</i>
Comments:				

bold text = major contract requirement, italic text = minor contract requirement

	Yes	No	N/A	Description
II. CONTINUED – Contract Requirements – CPM				
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the schedule begin with the NTP and conclude with a milestone that shows the planned completion date?
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are early start and finish dates shown?
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are late start and finish dates shown?
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is total float shown?
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is free float shown?
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are activity relationship lines shown?
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does each activity have at least one predecessor and one successor (except for the NTP and planned completion date?)
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the time graphically show the work scheduled for performance?
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the sequence and interdependence of all activities shown? <i>Note: the schedule logic should be reviewed, including lags, predecessors and successors, negative float, and constraints to ensure the schedule is reasonable. In addition, the schedule should comply with any time restrictions in the contract (Section 107, 108, 156, Winter Shutdowns, Holidays, In-Stream work, Blasting, Wildlife Restrictions, etc.). Do the activity durations shown in the schedule match with the production rates in the narrative?</i>
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the critical path identified? <i>Note: the critical path should be labeled. Critical path definition from the SCRs: "the longest sequence of activities in the schedule that determines the duration of the project." The critical path should be based on this definition. We do not typically have multiple critical paths on our projects. If you see multiple critical paths, this may indicate an issue with schedule logic.</i>
Comments:				

	Yes	No	N/A	Description	Comments
III. Contract Requirements -- Narrative					
SCR Subsections: 155.05, 155.06					
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a schedule narrative attached?	
Does the narrative provide the following:					
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe work within each activity, including the type and quantity of equipment, labor, and materials	
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planned production rates	
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of work days per week	
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planned Holidays	
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of work shifts per day	
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of hours per shift	
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calenders used	
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe idle periods	
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expected and critical delivery dates	
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vendors, Suppliers, or Sub-contractors to perform activities	
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational limitations, such as resource constraints or subcontractor commitments	
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe site mobilization	
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a list and description of constraints used in the CPM scheduling software	
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A list of shop drawing and sample submittals and review times	
Comments:					

bold text = major contract requirement, italic text = minor contract requirement

Yes	No	N/A	Description	Comments
IV. Contract Requirements – Updated Construction Schedule				
SCR Subsections: 155.05, and 155.06(a)(15)				
For schedule updates, are the following addressed:				
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved baseline is graphically shown on CPM
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Actual start and finish dates are shown for activities (Note: check the dates. The actual dates can be viewed as your as-built schedule)
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remaining duration of uncompleted activities is updated
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update reflects changes per 155.05 (delays, contract modifications, changes in logic, etc.)(Note: activities may be added as necessary to reflect changes)
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated narrative addresses activities that are in progress or have not been started and describes changes to the schedule since the last schedule submittal.
<p><u>General considerations for schedule updates:</u></p> <ul style="list-style-type: none"> -For schedule updates, a thorough review should identify changes in the critical path, activity durations, and schedule logic to determine if changes are warranted. -Does the update reflect the contractor's plan? -The review should also assess the remaining duration of activities to determine if the Contractor has allocated enough time for remaining work. -Does the update still meet the FCD? - If the durations are taking longer than originally planned, is the Contractor revising the schedule to meet the FCD? -Have all necessary activities been included in the schedule update? -Do updates reflect any corrections needed from the previous approval letter? -Has the contractor omitted any activities? If so, is this warranted? -Are there any activities that should have been started according to the previous schedule, but have not started? <ul style="list-style-type: none"> -How do these activities impact the critical path? -Is there any change to the float in the schedule? Is the change warranted? <p>-Has the contractor indicated in the schedule or narrative that there are periods of delay time, and if so, are they indicating the Government is responsible for these delays (inefficiencies, failure to approve submittals, changes, differing site conditions, suspensions, etc.)? (It is important to discuss this with your COE and address appropriately)</p>				
Comments:				

	Yes	No	N/A	Description	Comments
V. Informational Comments					
SCR Subsections: Informational Comments may relate to contract requirements in 155.06					
51	Informational comments may be required if you have concerns with the following:				
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sequencing of work?	
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production Rates?	
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unreasonably high production rates?	
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unreasonably low production rates?	
56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of constraints and how they impact the critical path	
57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of lags, presence of negative float	
58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this the initial CPM schedule? (Note: the initial schedule is critical, so it is recommended that a thorough review be conducted).	
59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the activity durations and production rates in the narrative account for inefficiencies due to inclement weather that should be expected by the Contractor?	
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Float time. Is there float time in the schedule? If not, are there concerns with production rates and durations? Are there any other concerns with how float time is shown in the schedule? Float time is owned by the project, so we want to ensure the float time is not manipulated. Is there float time between the last activity and FCD?	
61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there multiple critical paths? This might indicate an issue with the schedule logic.	
	Comments:				