

Reviewing and Analyzing the Preliminary or Initial [Baseline] Schedule

Note: This checklist is to be used in conjunction with the new NFGS 01321D. If used with any other specification, use only to the extent that it is applicable.

Note: Government review shall extend only to activities (and connecting relationships) of the Contractor's schedule that the Government has been assigned responsibility for and the Government agrees it is responsible. The Government will also review for contract imposed schedule constraints, conformance, and cost loading of the CPM activities. Caution must be exercised that review comments made by the Government on the Contractor's construction schedule will not relieve the Contractor from the responsibility of scheduling, sequencing, and prosecuting the Work. Comments offered on other parts of the schedule, which the Contractor is assigned responsibility, shall be clearly identified as not being a part of government acceptance.

Note: Contractor is responsible for all items listed below. The highlighted items are verifications that the government Project Team should perform for compliance with the specifications.

General Requirements

ITEM	DESCRIPTION	YES	NO
1	Make electronic copy of schedule files & recalculate w/o changing data date. Compare to original schedule to ensure no changes occurred.		
2	Qualifications of Scheduler have been submitted and comply with the specs?		
3	Standard Activity Code Dictionary has been defined and submitted?		
4	Was Precedence Diagram format used?		
5	Schedule calculations set to Retain Logic, not Progress Override (software setting)?		
6	% Complete separated from Remaining Duration (software setting)?		
7	Organized by Early Start; activity flow from left to right?		
8	Critical Path is clearly depicted?		
9	Are Critical Activities defined as being less than 1 day (software setting)?		
10	If Preliminary Schedule was used, do activities at end of 90 day period mesh w/ Initial Schedule?		

Review

ITEM	DESCRIPTION	YES	NO
1	Is the schedule complete?		
	a. Reflects contractual scope of work?		
	b. Activity descriptions are clear?		
2	Are required activity codes entered? (I.e.; Work Category, Area, Responsibility, etc.)		
3	Are activities cost and resource loaded?		
	a. Ensure early activities are not "front-end loaded" with excessive costs.		
	b. Are activities loaded with adequate labor hours, crews and equipment? (This is a key factor in determining activity duration.)		
4	Are activity categories and durations reasonable?		
	a. Construction activities no longer than 20 workdays (or as allowed by contract)?		
	b. Are all construction activity categories represented?		
	c. Government responsibility activity durations in accordance with contract?		
	d. Are all government activity categories represented?		
	e. Are the activities assigned as government responsibility correctly assigned?		

	f. Procurement activities shown for each specification section?		
	g. Are all procurement activity categories represented?		
5	Are activity relationships complete?		
	a. Only the first and last schedule activities are open-ended?		
	b. All necessary logical relationships included?		
	c. No redundant relationships exist?		
6	Are activity relationships valid?		
	a. Relationships reflect logical work sequence?		
7	Is the project calendar complete?		
	a. Calendars for contractor activities defined?		
	b. Calendars for government activities comply to contract definitions?		
	c. Calendars for activities not reliant on workdays are defined?		
8	Is the schedule duration within the contract time?		
	a. Schedule completion on or before Contract Completion Date?		
	b. Negative float not shown on the Critical Path?		
9	Are contractual milestones correct and met?		
	a. "Contract Award" milestone is constrained to award date?		
	b. "Start Project" milestone is constrained to Notice-to-Proceed date?		
	c. "End Project" milestone is constrained to Contract Completion Date?		
	d. Interim milestones are being met and are <u>not</u> constrained?		

Analysis

ITEM	DESCRIPTION	YES	NO
1	Is the critical path reasonable?		
	a. Are the activities on the path of a significant nature?		
	b. Would these activities normally control project completion?		
	c. Has the contractor used float suppression techniques?		
	d. Do assigned resources support activity durations?		
	e. Any date or other constraints applied other than specified?		
2	Are there multiple critical paths?		
	a. Are there any faulty relationships causing the additional path(s)?		
	b. Are any activity durations excessively long?		
3	What activities are near critical?		
	a. Is the number of critical and near critical activities within the contract limit?		
	b. Do assigned resources support activity durations?		
	c. Any date or other constraints applied other than specified?		
4	How does the work flow?		
	a. Does the work flow from start to end of schedule in a logical manner?		
	b. Are there any apparent discontinuities in the work?		
5	Any conflicts between concurrent activities?		
	a. Will the concurrent activities interfere with each other?		
	b. Will concurrency cause any safety hazards?		
6	Is there an excessive amount of work at any time?		
	a. Will too many people be in one area at any given time (causing inefficiencies)?		
7	Are there sufficient resources to support concurrent activities?		
	a. Do assigned resources support activity durations?		
	b. Do the Procurement Activities support the construction activities?		
8	Are any activities scheduled out of season?		
	a. Have anticipated weather delays been factored into activity durations?		