

Reviewing and Analyzing Schedule Updates

Note: The first schedule update will use the Initial [Baseline] schedule that was accepted by the Government, as its baseline. Each follow on update will use the previous month's update as its baseline. Updates are cumulative of current and all previous accepted updates.

Note: The first one to three schedule updates will potentially have many changes; as the Contractor "settles into the project" and becomes increasingly familiar with the project requirements and their scheduling errors. Because of these changes, the Project Team Members must remain as vigilant in the first few updates as they were in the Initial Schedule review.

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	Schedule calculations set to Retain Logic, not Progress Override (software setting)?		
3	% Complete separated from Remaining Duration (software setting)?		
4	Organized by Early Start; activity flow from left to right?		
5	Are Critical Activities defined as being less than 1 day (software setting)?		
6	Have any activity calendars been changed?		
7	Activity Log(s) are updated for each revision?		
8	Ensure meeting minutes are kept by Contractor and provided to Government.		

Gather Activity Status Information

Note: (Primarily Contractor's responsibility, but Field Office should also gather data during progress period to prepare for meeting.)

ITEM	DESCRIPTION	YES	NO
1	Establish Update Date (scheduling software data date)?		
2	Where is information for activity status gathered from (Direct Observations, Meetings, Field Reports, etc.)?		
3	Enter revisions (activities and relationships) from conformed modifications		
4	Determine each activity's status:		
	a. Actual Start Date – Date meaningful work started		
	b. Percent Complete – Satisfactory Work-in-Place vs. Contracted Work Quantity		
	c. Remaining Duration – Comparing production rate to-date with remaining work.		
	d. Actual Finish Date – When work is substantially complete (does not hinder start of predecessor activities)		
	e. % Payment on Activities - % of Satisfactory Work-in-Place vs. Budgeted Cost		
	f. If CCD was changed by SF30, enter new date in "End Project" Milestone.		
5	Determine Schedule Status		
	a. Recalculate the schedule with the new data and data date.		
	b. Plot the schedule and print the reports for analysis.		

Analyze Schedule Status

ITEM	DESCRIPTION	YES	NO
1	What is the planned completion date?		
	a. Normal to have small variations in planned completion.		
	b. If large discrepancy, determine why.		
2	Has the critical path shifted and how?		
	a. Compare the current Critical Path to the previous schedule		
	b. Determine cause of shift		
	c. Were there any shortages in crew(s) or equipment?		
	d. Was there any equipment breakdowns?		
	e. Planned labor/equipment resource not adequate?		
	f. Did Unforeseens, Design Errors, etc. cause shift?		
3	Has the float of any activity changed and why?		
	a. Who was responsible for float consumption?		
4	Has weather become a factor for any activities?		
	a. Weather sensitive activities pushed in or out of adverse weather periods?		
	b. Change in anticipated weather delays required?		
5	Are there any trends worth watching?		
	a. Are any crews consistently ahead or behind schedule?		
	b. Does the trend require activity duration adjustments?		
6	Does the Contractor intend on changing any planned labor or equipment resources?		
<p><i>If project is proceeding as planned, go to "Implement The Updated Schedule"; if not preceding to plan, go to "Modify/Revise and Re-Analyze The Schedule".</i></p>			

Modify/Revise and Re-Analyze the Schedule

ITEM	DESCRIPTION	YES	NO
1	Revising the network logic		
	a. Are any revisions necessary to meet completion dates?		
	b. Any revisions to accommodate new approaches to work?		
	c. Any new relationships added because of new activities?		
	d. Has any out-of-sequence work been performed?		
2	Revising the activity duration		
	a. Has the planned quantity of work changed?		
	b. Have the planned available resources for an activity changed?		
	c. Has anticipated productivity changed from the planned rate?		
	d. Are changes due to Variance Request(s) by Contractor?		
3	Adding and "Zeroing" activities		
	a. Have obsolete, unstatused activities been set to zero duration?		
	b. Have activities been split-out for greater detail but original durations maintained?		
4	Analyze the updated schedule		
	a. Recalculate the schedule with the revisions.		
	b. Plot the schedule and print the reports for analysis.		
5	Identify responsible party(s) for increase/decrease of schedule duration		
	a. If delay caused by Government, should a Time/Money Change be granted?		
	b. If delay caused by Contractor, what action is the Contractor going to take to regain the schedule?		
	c. If delay caused by <i>force majeure</i> (acts of God), should a Time [only] Change be granted?		
	d. Are there any concurrent delays?		
6	Perform any additional independent reviews when submitted with progress payment.		
	a. Ensure <u>only</u> the agreed to changes were made.		
	b. Recommend any adjustments of the CCD to the Project Team		

Implement the Updated Schedule

ITEM	DESCRIPTION	YES	NO
1	Mitigate problems identified during update process		
2	This is the schedule to be used to focus your energy on for disruption/delay avoidance/control.		