Baseline CPM Schedule Checklist

Project Information

Contract ID: _____

Reviewer

Name: _____

Title: _____

Date: _____

General

	Meets Specification	
	Yes	No
Draft baseline CPM schedule submitted to the Engineer within ninety (90) calendar days after the Effective Date?	☐	☐
Meeting held to review?	☐	☐
Schedule begins with the date of Award (data date=Award Date)?	☐	☐
Schedule ends on or before Contract Completion Date?	☐	☐
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)?	☐	☐

Submission Requirements

	Meets Specification	
	Yes	No
One hard copy of the schedule received (Printed or PDF)?	☐	☐
One electronic copy of the schedule received? .xer Format?	☐	☐

Gantt Chart

	Meets Specification	
	Yes	No
In PDF format to fit 11x17 inch paper?	☐	☐
Project Critical Path sorted by early start?	☐	☐
All uncompleted work activities as of data date sorted by area and early start?	☐	☐
60-day look-ahead sorted by early start?	☐	☐

Narrative Report

	Meets Specification	
	Yes	**No**
In PDF format to fit 8.5x11 inch paper?	☐	☐
Detailed approach to sequencing the work including assumptions and restrictions considered?	☐	☐
Description of critical path?	☐	☐
Description of the near-critical paths, activities not on the Critical Path with total float less than 20 days of total float	☐	☐
Potential conflicts that may affect the schedule and how they might be Mitigated?	☐	☐
Identification of submittal approvals necessary?	☐	☐
Quantity and estimated daily production rates for controlling activities?	☐	☐
Workdays per week?	☐	☐
Holidays?	☐	☐
Number of shifts per day and the hours per shift?	☐	☐
How the schedule accommodates adverse weather days for each month?	☐	☐
Description of execution plan, including number and type of crews, but not limited to?	☐	☐
A list of subcontractors' crews, and expected equipment?	☐	☐
Large equipment transport and delivery?	☐	☐
Transportation permits for oversized/overweight loads, and availability?	☐	☐

CPM Schedule

	Meets Specification	
	Yes	**No**
Working days to create schedule (activities with % complete based on duration, combined with Work and Nonwork calendar days)?	☐	☐
Planned start and completion (finish) dates for each activity?	☐	☐
Alphanumeric coding structure and activity identification system (Activity IDs or Activity Codes)?	☐	☐
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)	☐	☐
Do the Calendars in P6 match what is described in the narrative?	☐	☐
Have all contract restrictions been included in the calendars including seasonal planting, asphalt, and environmental commitments?	☐	☐
Finish-to-start relationships among activities, without leads or lags, unless approved?	☐	☐
Constraints are the interim, milestone, and project completion dates the only ones specified in the Contract schedule logic?	☐	☐
The critical path identifying the controlling activities of the Work?	☐	☐
Project Identification number is the same?	☐	☐
Activities related to the procurement of materials, equipment, and articles of special manufacture?	☐	☐
Activities related to the submission of working drawings, plans, and other data specified for review or approval?	☐	☐
Are the submittal review durations appropriate?	☐	☐
Activities related to Department inspections and approvals?	☐	☐
Are activity durations appropriate for the activity?	☐	☐
Specified activities performed by the Department, subcontractors, suppliers, and third parties such as utilities and railroads?	☐	☐

CPM Schedule Shall NOT Include

	Meets Specification	
	Yes	**No**
Float suppression techniques, such as preferential sequencing (applicable to A+B contracts).	☐	☐
Are SS and FF relationships used in the schedule?	☐	☐
Has the Engineer approved these relationships?	☐	☐
Special lead/lag logic restraints.	☐	☐
Zero total or free float constraints.	☐	☐
Constraint dates other than required by the Contract.	☐	☐

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: