

# CPM Schedule Update Checklist

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## Project Information

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

## Reviewer

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

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

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

Schedule Update Date: \_\_\_\_\_

## General

	<u>Meets Specification</u>	
	Yes	No
Activity status includes actual start and finish dates of each activity and remaining durations of activities started but not yet completed?	<input type="checkbox"/>	<input type="checkbox"/>
Out of sequence progress of activities posted without predecessors being completed without written approval?	<input type="checkbox"/>	<input type="checkbox"/>
Updated critical or longest path? Does it make sense?	<input type="checkbox"/>	<input type="checkbox"/>
Does the schedule end on or before Contract Completion Date?	<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

	<u>Meets Specification</u>	
	Yes	No
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"/>
60-day look-ahead sorted by early start?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Narrative Report</b>	<b>Meets Specification</b>	
	<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"/>
Quantity and estimated daily production rates for controlling activities?	<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 and 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"/>
Sources of delay with history, corrective action and schedule adjustments?	<input type="checkbox"/>	<input type="checkbox"/>
Work planned for the succeeding update period?	<input type="checkbox"/>	<input type="checkbox"/>
Pending change orders?	<input type="checkbox"/>	<input type="checkbox"/>
Changes made to the CPM schedule? (Changes include additions, deletions, or revisions to activities due to the issuance of a change order, changes to an activity duration, changes to relationships between activities, or changes to the planned sequence of work or the method and manner of its performance)	<input type="checkbox"/>	<input type="checkbox"/>
Are all changes reflected in the CPM?	<input type="checkbox"/>	<input type="checkbox"/>

## Progress Assessment

TIME COMPLETE (%)

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WORK COMPLETE (%)

.....

DIFFERENCE (%)

≤15 %, otherwise see note.

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Note: If actual construction falls behind the plan of operations or schedule by more than 15% or 60 calendar days, the Contractor shall offer for approval a revised schedule that reflects timely completion. Otherwise, the District Supervisor may request a revised schedule.

## Circumstances that May Lead to Requesting a Revised Schedule

	<u>Circumstance Present</u>	
	Yes	No
A delay (actual or projected) to scheduled milestone or project completion dates 15% or more behind schedule?	<input type="checkbox"/>	<input type="checkbox"/>
A difference between the actual sequence or duration of work and that depicted in the schedule?	<input type="checkbox"/>	<input type="checkbox"/>
The issuance of a Change Order that alters the planned sequence of work or the method and manner of its performance by adding, deleting, or revising activities?	<input type="checkbox"/>	<input type="checkbox"/>

*If any of the above circumstances are met, the District Supervisor has the discretion to request a revised schedule from the contractor. See Section 108.03-D of the Specifications.*

**Comments:**

**Signature:**