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 fifteen (15) calendar days after the Notice to Proceed?	☐	☐
Meeting held to review?	☐	☐
Discussed at Pre-Construction Conference?	☐	☐
Schedule begins with the date of the Notice to Proceed (data date=NTP 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? *Acceptable file types:* .xer, .xml, .xls	☐	☐

Logic Diagram

	Meets Specification	
	Yes	**No**
In color?	☐	☐
Depicting no more than 50 activities on each 11 x 17 inch sheet?	☐	☐
Each sheet including title, match data for diagram correlation, and a key?	☐	☐

Tabular sorts of activities by

	Meets Specification	
	Yes	**No**
Early start?	☐	☐
Predecessors?	☐	☐
Successors?	☐	☐
Work area by early start?	☐	☐
Total float?	☐	☐

Bar Chart

	Meets Specification	
	Yes	**No**
60-day look-ahead bar charts [sorted] by early start?	☐	☐

Narrative Report – Does it address…

	Meets Specification	
	Yes	**No**
The approach to sequencing the work?	☐	☐
The critical or longest path?	☐	☐
Potential conflicts that may affect the schedule and how they might be mitigated?	☐	☐
Workdays per week?	☐	☐
Holidays?	☐	☐
Number of shifts per day?	☐	☐
Number of hours per shift?	☐	☐
Equipment use?	☐	☐
How the schedule accommodates adverse weather days for each month?	☐	☐

CPM Schedule Identifies, Includes, or Uses

	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)?	☐	☐
Duration of each activity (stated in work days, and with activities of more than one update period or thirty (30) work days in duration broken into two or more activities distinguished by location or some other feature)?	☐	☐

	Meets Specification	
	Yes	**No**
Finish-to-start relationships among activities, without leads or lags, unless otherwise approved by the Engineer?	☐	☐
Interim, milestone, and project completion dates specified in the Contract as the only contractual constraints in the schedule logic?	☐	☐
The critical or longest path identifying the controlling activities of the Work?	☐	☐
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 by the Engineer?	☐	☐
Activities related to Department inspections and approvals?	☐	☐
Specified activities performed by the Department, subcontractors, suppliers, and third parties such as utilities and railroads?	☐	☐

CPM Schedule Shall <u>NOT</u> Include

	Meets Specification	
	Yes	**No**
Float suppression techniques, such as preferential sequencing (applicable to A+B contracts).	☐	☐
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.