Baseline Schedule Review Checklist Form

National Park Service (NPS) - Denver Service Center (DSC) | 10-22-18

# General

Draft Baseline Schedule submitted before Pre-Construction Conference.

# Initial Schedule - **Basic Requirements**

Check dates of Award, Notice to Proceed, Substantial Completion(s-if there are multiple beneficial occupancies), and Project Completion with contract. Completion Date is the contract completion date, **not an earlier date**.

Include in Project Schedule: Procurement and Construction activities including mobilization; submittals; and fabrication and delivery of key and long-lead procurement items.

Schedules containing items of work currently underway or design progress and milestones shall be up to date and correct. Check milestones against contract.

Activities shall have at least one predecessor and one successor except Notice to Proceed and Project Completion.

Include a Critical Path.

Include concise description of work represented by activity (48-character maximum).

Activity duration shall be in whole working days, 15-work day maximum. (Exceptions include mobilization, shop drawings and sample submittals, fabrication of materials, delivery of materials and equipment, and concrete curing times).

Include and coordinate work by Contractor and Subcontractor.

Show sequence and interdependence of activities for complete performance of work.

Show a coordinated work plan with logical sequence.

Assign realistic duration to each activity, considering scope and resource loading.

Start activities on a work day, not a holiday or weekend.

Incorporate contract constraints into schedule such as seasonal shutdown, blackout non-work dates, holidays, and breaks in schedule where work is not performed.

Compare to Schedule of Values to ensure that progress and monthly billings can be tracked with relative ease. Consider what will happen if there is delay or work done out of sequence? Can progress still be followed without a degree in scheduling? Does presented schedule work with CLINs (contract line item numbers)?

Account for “normal” bad weather in schedule. Normal bad weather information is available, so this number should not be a swag.

Start-up and testing shall have a duration of at least 10 days, depending on what is being tested.

Activities can include Mobilization but not General Conditions and Overhead Profit. There may be multiple mobilizations.

Review schedule for frontloaded or unreasonably scheduled high cost items to allow for higher billing during early stages of project. A schedule is a work plan and if the plan makes sense, costs will follow. But at the beginning of the job, if there is a particularly high cost **not** associated with long lead items, it could indicate an attempt to obtain a lot of money up front to fund a job and this can lead to problems later.

# Initial Schedule - **Optional Requirements Depending on Complexity, Duration, Cost and/or Phasing**

Identify activities numerically (5-digit maximum) in 10-digit increments.

Limit one activity to one work trade.

Resource load each activity by labor category and equipment type.

If applicable, account for special circumstances in the Schedule-Traffic Control and/or Coordination activities and avoid double-charging. Include in schedule if critical to project.

Include milestones. At a minimum, include Notice to Proceed, Substantial Completion, and milestones identified in Division 01 Specifications and by Project Manager (PM) and/or Contracting Officer Representative (COR).