

# 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
Table including actual start and finish dates of each activity and remaining durations of activities started but not yet completed (Activity Status Report)?	<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"/>

## Logic Diagram

	<u>Meets Specification</u>	
	Yes	No
In color?	<input type="checkbox"/>	<input type="checkbox"/>
Depicting no more than 50 activities on each 11 x 17 inch sheet?	<input type="checkbox"/>	<input type="checkbox"/>
Each sheet including title, match data for diagram correlation, and a key?	<input type="checkbox"/>	<input type="checkbox"/>

**Bar Chart**

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

**Narrative Report – Does it address...**

	<u>Meets Specification</u>	
	Yes	No
Progress during the month?	<input type="checkbox"/>	<input type="checkbox"/>
Shift in the critical path activities from the previous update?	<input type="checkbox"/>	<input type="checkbox"/>
Source of delay?	<input type="checkbox"/>	<input type="checkbox"/>
Potential problem area?	<input type="checkbox"/>	<input type="checkbox"/>
Work planned for the succeeding update period?	<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 (%)

.....

WORK COMPLETE (%)

.....

DIFFERENCE (%)

≤15 %, otherwise see note.

.....

Note: If actual construction falls behind the plan of operations or schedule by more than 15%, 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>	
	<b>Yes</b>	<b>No</b>
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:**