

108.03(C)(3)

CPM Schedule Update Checklist

Project Information

Contract ID: _____

Reviewer

Name: _____

Title: _____

Date: _____

Schedule Update Date: _____ / _____ / _____

General

| | <u>Meets Specification</u> | |
|---|----------------------------|--------------------------|
| | Yes | No |
| One hard copy of the schedule update received (PDF)? | <input type="checkbox"/> | <input type="checkbox"/> |
| One electronic copy of the schedule update received? <i>Acceptable file types: .xer, .xml, .xls</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Table including actual start and finish dates of each activity or 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"/> |

Submission Requirements

Logic Diagram

| | <u>Meets Specification</u> | |
|--|----------------------------|--------------------------|
| | Yes | No |
| In color? | <input type="checkbox"/> | <input type="checkbox"/> |
| Depicting no more than 50 activities on each page (11 x 17 inch format)? | <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"/> |

Tabular sorts of activities by...

| | <u>Meets Specification</u> | |
|--------------|----------------------------|--------------------------|
| | Yes | No |
| Total float? | <input type="checkbox"/> | <input type="checkbox"/> |
| Early start? | <input type="checkbox"/> | <input type="checkbox"/> |

CPM Schedule Update Checklist

Narrative Report

| | <u>Meets Specification</u> | |
|--|----------------------------|--------------------------|
| | Yes | No |
| Progress during the month? | <input type="checkbox"/> | <input type="checkbox"/> |
| Shifts in the critical activities from the previous update? | <input type="checkbox"/> | <input type="checkbox"/> |
| Sources of delay? | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential problem areas? | <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"/> |

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> | |
|--|-----------------------------|--------------------------|
| | 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.