



## Baseline CPM Schedule Review Checklist

### Baseline Schedule Review

- Data Date – Data date is at the start of the project.
- Narrative – Narrative included and provides required information.
- Milestone Dates
  - Project Completion – Project finish on or before contract completion date.
  - Interim Completion – Interim completion dates finish on or before contract dates.
  - Limited Duration Closures – All closures open within allowable timeframe.
- Calendars
  - Work Week (days/week, hours/day) – Work week matches the contractor’s plan.
  - Multiple Calendars – All calendars assigned to appropriate activities.
  - Holiday Work Restrictions – Holiday work restrictions in appropriate calendars.
  - Adverse Weather Days – Adverse weather days incorporated into calendar.
- Date Constraints – Date constraints only assigned to contract milestones.
- Work Breakdown Structure (WBS) – WBS is logical, and schedule is easy to read.
  - Milestones
  - Staging
  - Roadway
  - Structures
  - Sitework
  - Traffic Control
- Scopes of Work – Activities for all scopes of work included in the schedule.
  - Administrative Activities
  - Submittal / Review / Procurement / Delivery
  - WisDOT Provided Materials
  - WisDOT Inspections
  - Utility Activities
  - Work by Others
  - Inter-project Coordination
- Number of Activities – Breakdown of activities appropriate for size and complexity of project.
- Activity Names – Activity names clearly describe scope of work to be performed.
- Activity Durations – Durations are appropriate for the scope and production rates provided.
- Relationship Checks – Sequence of activities is logical and appropriate for the work to be performed.



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- Critical Paths – Critical paths to interim and final completion are appropriate for anticipated sequences.
- Activity Float – Activity float is within guidelines.
  - Total Float – Maximum and minimum total float values are appropriate for scopes of work.
  - Negative Float – Baseline schedule does not contain negative float.
  - Percent Critical or Near Critical – Schedule contains appropriate amount of critical or near critical activities.
  - Excess Float – Float values are not excessive; schedule includes appropriate relationships.
  - Float Sequestration – Scheduling techniques not used to hide or override total float values.
- Activity Progress – No progress has been incorporated into the baseline schedule.
- Activity Logs – Activity log information reviewed for notes or claims not included in the narrative or CPM schedule.
- Constructability Review – Schedule reviewed for constructability issues including but not limited to:
  - Out-of-sequence construction
  - Construction Phases and Staging
  - Work Restrictions
  - Access Issues
  - Seasonal Considerations