



Update CPM Schedule Review Checklist

Update Schedule Review

- Submittal – Submittal is current and includes all required schedule components.
 - Narrative
 - Schedule Printout Including All Activities
 - Oracle P6 Schedule File (*.xer)

- Data Date – Data date is on or near the submittal date.

- 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.

- Actual Dates – Activity progress includes accurate actual start and actual finish dates.

- Schedule Changes – Changes in schedule activities, relationships, durations accurately reflect contract modifications and/or changes to the project plan.

- Comparison Reports – Comparison reports reviewed for progress, trends, and unexpected delays.

- Calendars – Alterations or changes to the calendar.
 - 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.
 - Added / Deleted / Modified constraints accurately represent project changes.

- Work Breakdown Structure (WBS) – WBS is logical, and schedule is easy to read.
 - Milestones
 - Staging
 - Roadway
 - Structures
 - Sitework
 - Traffic Control
 - WBS Modified for Added/Deleted Scopes of Work as Needed
 - WBS Name Changes

- Activity Names – Activity names clearly describe scope of work to be performed.
 - Activity name modifications do not change activity scope of work.



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- 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
 - Added/Deleted Activities for Contract Modifications, Delays, or Claims

- Number of Activities – Breakdown of activities appropriate for size and complexity of project.
 - Added/Deleted Activities for Contract Modifications, Delays, or Claims

- Activity Durations – Durations are appropriate for the scope and production rates provided.
 - Duration changes accurately represent status of the activity.

- Relationship Checks – Sequence of activities is logical and appropriate for the work to be performed.
 - Added / Deleted / Modified relationships accurately depict changes to the contract and/or the contractor's plan.

- Contract Change Orders – Contract changes accurately incorporated into the schedule update.
 - Added / Deleted / Modified Scopes of Work

- Delays / Impacts – Delays or impacts added to the schedule and detailed in the schedule narrative.

- Critical Paths – Critical paths to interim and final completion are appropriate for anticipated sequences.
 - Progress or lack thereof on the critical paths from the previous update.

- Activity Float – Activity float is within guidelines.
 - Total Float – Maximum and minimum total float values are appropriate for scopes of work.
 - Negative Float – Update schedule negative float reflects delays or impacts.
 - 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.
 - Float changes from baseline or previous update reflect progress or lack thereof on activity sequences.

- Activity Logs – Activity log information reviewed for notes or claims not included in the narrative or CPM schedule.



Update CPM Schedule Review Checklist

- 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