

Contractor Monthly Update Schedule Review Checklist

*Checklist items included herein required. Reference COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)
Specification 01.32.17.00.20 (unless noted otherwise herein)*

Project Name: _____ Contract No.: _____
 Contractor: _____ Designated Project Scheduler: _____
 Primavera Project ID (e.g. BXXX MMY): _____
 Update Schedule Data Date: _____
 Modification Up Through _____
 Contract Award Date: _____
 Current Contract Duration (calendar days): _____
 Current Contract Completion Date (CCD): _____ Anticipated Project Completion Date (PCD): _____ (____d TF)
 Current Interim or Phased Completion Contract Dates (if specified): _____
 Current Total Contract Award: \$ _____ Value of Completed Performance: \$ _____ (____%)

**I, _____ (Name), Designated Project Scheduler certify checklist accurately completed, and update schedule:
 Accurately represents; Contractor's plan on how work will be accomplished as of data date, and
 How work was accomplished and how it was sequenced (as-built) prior data date.
 Will be used to plan and track progress up to next schedule update,
 and is Contract compliant.**

Designated Project Scheduler certification signature: _____ Dated _____

ITM	DESCRIPTION	Y	N *	NA
Reports Submitted				
1	NAS 11x17 PDF Monthly Update			
2	NAS 11x17 PDF Monthly Update compared to Previous Schedule			
3	P6 xer native file, version match or less than GOV			
4	P6 Scheduling Log Report			
5	Narrative Report			
6	Earned Value Report			
7	Schedule Variance Control (SVC) Diagram "Cash Flow S-Curves"			
8	NAS 11x17 PDF Longest Path next 60d			
9	KTR Monthly Update Schedule Review Checklist, Complete and Accurate			
10	Screen Shot of Time Periods established in P6			
11	Daily Reported Activity Excel Monthly Summary Report			
Software				
12	Oracle Primavera P6 software was used to create schedule			
GENERAL SCHEDULE INFORMATION				
13	Run P6 Schedule function prior to exporting project			
14	Verify/Remove POBS from P6 export file prior to submission			
15	The Data Date has been updated to reflect current reporting period			
16	As-built work in place; dates, durations, calendars, and sequences are updated to accurately represent activity that occurred prior data date			
17	Out-of-sequence eliminated by revising logic relationships to represent actual or revised plan			

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Project Name: _____ Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
18	Any as-built delays are clearly shown in schedule, notified to Contracting Officer, and described in Narrative Report			
19	Activities have been progressed accurately; actual start, actual finish, percent complete and remaining duration.			
20	Activity Actual Start Date assigned when work begins on activity with intent to pursue work represented by activity to substantial completion.			
21	Activity Actual Finish Date assigned when work is substantially complete to point that successor activity(s) may begin.			
22	Scheduled Activity dates, durations and sequence correspond to other related contemporaneous documents (e.g. 3 week look-ahead, production daily reports, etc).			
23	Activities for all executed modification(s) issued prior to the data date have been incorporated and are consistent with cost loading and fragnet(s) submitted and agreed to if applicable (also include and describe in Narrative Report).			
24	If projected completion is after CCD contractor has identified and explained in Narrative Report.			
25	If projected completion is after CCD contractor has submitted mitigation plan or TIA for delays.			
26	There is no progress beyond the data date			
27	Project phasing is current and up to date (if applicable)			
28	Critical activities defined as Longest Path			
29	Retained Logic is used when scheduling progressed activities			
30	All Constraints are Contractually defined			
31	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone			
32	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish milestone			
PROJECT REQUIREMENTS AND SETTINGS				
<i>Schedule Dates</i>				
33	The project Must Finish By date is set to the current CCD			
34	The Must Finish By Time is set to 5pm			
<i>Defaults</i>				
35	Duration Type is set to Fixed Duration & Units			
36	Percent Complete Type is set to Physical			
37	Activity Type is set to Task Dependent			
38	The default Project Calendar reflects Sat, Sun & all Fed Holidays as non-work days			
39	Required Duration, Percent Complete, and Activity Type Default settings are assigned to all activities			

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Project Name: _____ Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
Calculations				
40	Price/Unit is set to \$1/h			
41	Activity percent complete based on activity steps is checked			
42	Link budget and at completion for not started activities is checked			
43	Reset Remaining Duration and Units to Original is selected			
44	Subtract Actual from At Completion is selected			
45	Recalculate Actual Units and Cost when duration % complete changes is checked			
46	Update units when costs change on resource assignments is unchecked			
47	Link Actual and Actual This Period Units and Cost is checked			
Earned Value				
Technique For Computing Performance Percent Complete				
48	Activity percent complete is selected			
Technique For Computing Estimate To Complete (ETC)				
49	PF = 1 is selected			
Hours Per Time Period				
50	Time periods established in P6 on the computer that the schedule is created and maintained with setting to: 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year			
51	"Use assigned calendar to specify the number of work hours for each time period" is checked			
Project Calendars				
Standard Calendars				
52	Calendar(s) are defined at the Project level			
53	A 5-day workweek calendar is defined, if working 5 days per week, for the project that establishes Saturdays, Sundays and all Federal Holidays as non-work days			
54	Calendars outside of normal working hours defined and used only with Contracting Officer prior approval			
55	Total work hours/day for all defined calendars is set to 8			
56	Calendars are correctly assigned to activities			
Weather Calendars				
57	A Project level Weather Calendar is defined			
58	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not assigned to non-working days).			
59	The required number of anticipated non-work days per month due to adverse weather is used			
60	The Weather Calendar is assigned to activities that could be delayed by adverse weather			

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ITM	DESCRIPTION	Y	N*	NA
Special Calendars				
61	Special Calendar(s) defined for the project are properly set-up at the Project level (e.g. Anticipated Restricted Delays)			
62	Special Calendar(s) are correctly assigned to activities			
Work Breakdown Structure (WBS)				
63	All activities and milestones within appropriate WBS categories			
ACTIVITY CODES				
64	Activity Codes are established at the Project Level			
65	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project			
66	Responsibility Codes identifying the party responsible for completing the task are defined for each activity in the project			
Description and Duration				
67	Activity Descriptions adequately define work scope			
68	No on-site construction activity has a duration greater than 20 working days			
69	Work-in-Place percent complete for partially completed activities are easy to determine/verify			
Schedule Logic				
70	Lead or lag logic are not used without Contracting Officer prior approval			
71	Activities have no open start or finish (dangling) relationship logic			
72	Redundant relationships ties are minimized to only those determined necessary			
Contract Milestone Activities				
73	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)			
74	Project Start Date Milestone is shown			
75	Design Completion Milestone (<i>for all Design Build only</i>)			
76	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone is shown			
77	Substantial Completion Milestone is shown			
78	Projected Completion Milestone is shown			
79	Contract Completion Date Milestone is shown			
Activities Assigned Government Responsibility For Completing				
80	Responsibility for completing the activity is correctly assigned to the Government			
81	Durations comply with contract requirements – <i>for Activities assigned GOVT responsibility</i>			
ITM	DESCRIPTION	Y	N*	NA

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82	Government activities are placed appropriately within the logic stream			
83	The Longest Path is made up of activities that you expect to drive project completion			
84	The Longest Path shows reasonable work flow and sequencing			
85	There are no time gaps between activities on the Longest Path			
COST LOADING				
86	The total cost budget equals the contract value			
87	Activities that should have a cost budget are cost loaded			
88	Budget \$ have not been reallocated without Contractor Officer approval			
89	Anomalies in monthly and cumulative Budgeted Cost distribution are explainable			
90	Value of commissioning, testing & closeout is not less than required percent of Procurement/Construction cost			

* Items marked "N" are non-compliant. KTR must provide separate written correspondence request for specific item variance consideration, and Contracting Officer review and approval to change item to non-contractual "NA" status.