Contractor Baseline Project Schedule
Review Checklist – May 2023

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 MMYY): _____

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 of how work will be accomplished as of 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			
0	Preliminary Scheduling Meeting (PSM) Agenda – copy of completed of PSM intended mutual understanding (Sections 15 thru 17 of Meeting Guide)			
1	NAS 11x17 PDF Baseline Schedule			
2	P6 xer native file, version match or earlier than NAVFAC			
3	P6-created Scheduling Log Report			
4	Narrative Report			
5	Earned Value Report			
6	Schedule Variance Control (SVC) Diagram *"Cash Flow S-Curves"*			
7	NAS 11x17 PDF Longest Path next 60d			
8	KTR Baseline Project Schedule Review Checklist, Complete & Accurate			
8A	KTR Baseline Project Schedule General Commissioning/HVAC Review Checklist – if UFGS 23 09 00 and/or UFGS 23 05 93 are incorporated into the project			
9	Screen Shot of Time Periods established in P6 – see Checklist Item 45			
	Software			
10	Oracle Primavera P6 software was used to create schedule			
	GENERAL SCHEDULE INFORMATION (Reference P6 Scheduling/Leveling Report)			
11	Run P6 Schedule function prior to exporting project			
12	Verify/Remove POBS from P6 export file prior to submission			
13	Data Date matches Contract Award Date			

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
14	Have discussed/agreed w/ GOV that the Substantial Completion Milestone (SCD) is commensurate to the Beneficial Occupancy Date (BOD) and resides in appropriate sequence of work activity required to be complete prior to BOD			
15	The Projected Completion Milestone (PCD) finish date is on or before the Must Finish By date which is the Contract Completion Date (CCD)			
	P6-CREATED SCHEDULE LOG REPORT (CHECKLIST ITEMS 16-22 BELOW)			
16	Retained Logic is used when scheduling progressed activities			
17	Critical activities defined as Longest Path			
18	No activities have started or are in progress - possible exception of Bond payment			
19	All Constraints are Contractually defined – As Late as Possible or other "Soft Constraints" are NOT allowed. CCD is to be unconstrained since the Must Finish By (Checklist Items 22 & 23) acts as a constraint on the entire project			
20	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone			
21	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish milestone			
22	Longest Path Activity Baseline % Limitation is compliant – [bracketed option (the "default" percentage is 30%)]			
PROJECT REQUIREMENTS AND SETTINGS				
Schedule Dates (P6 Projects window – Dates tab)				
23	The project Must Finish By date is set to the current CCD			
24	The Must Finish By Time is set to 5pm			
Defaults – for any added activities in the future (P6 Projects window – Defaults tab)				
25	Duration Type is set to **Fixed Duration & Units**			
26	Percent Complete Type is set to **Physical**			
27	Activity Type is set to **Task Dependent**			
28	The default Project Calendar is used that was discussed, determined and mutually agreed upon at the required Preliminary Scheduling Meeting			
Settings - for Activities already present in the schedule				
29	Activity Type is set to **Task Dependent** for **ALL** activities – **Level of Effort** Activity Type is **NOT** allowed			
30	Duration Type is set to **Fixed Duration & Units** for **ALL** activities			
31	Percent Complete Type is set to **Physical** for **ALL** activities			
	(Note: Items 29 through 31 above will be checked by NAVFAC using a filter for each)			

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
Calculations (P6 Projects window – Calculations tab)				
32	Price/Unit is set to $1/h			
33	Activity percent complete based on activity steps is checked			
34	Link budget and at completion for not started activities is checked			
35	Reset Remaining Duration and Units to Original is selected			
36	Subtract Actual from At Completion is selected			
37	Recalculate Actual Units and Cost when duration % complete changes is checked			
38	Update units when costs change on resource assignments is **unchecked**			
39	Link Actual and Actual This Period Units and Cost is checked			
Earned Value - (P6 WBS window – Earned Value tab)				
Technique For Computing Performance Percent Complete				
40	Activity percent complete is selected			
Technique For Computing Estimate To Complete (ETC)				
41	PF = 1 is selected			
Earned Value – (P6 Admin – Admin Preferences – Earned Value tab)				
42	Technique for computing performance percent complete: **"Activity % Complete"** is selected			
43	Technique for computing Estimate to Complete: **"PF – 1"** is selected			
44	**Earned value calculation** – when calculation earned value from a baseline use - **"Budgeted values with current dates"** is selected			
Hours Per Time Period – the following two items are the content of what is required in Checklist Item 9 – Earned Value – (P6 Admin – Admin Preferences – Time Periods tab)				
45	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. See Checklist Item 9			
46	"*Use assigned calendar to specify the number of work hours for each time period*" is checked			
PROJECT CALENDARS				
Standard Calendars				
47	All project Calendar(s) are defined at the Project-level			
48	All NAS activities must be assigned to one of the Project-level Calendars established for the Project			

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
49	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 – or as agreed upon during the required Preliminary Scheduling Meeting **(Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)**			
50	A 6-day workweek calendar may be defined, if working 6 days per week, for the project. The 6-day workweek calendar establishes Sundays and all Federal Holidays as non-work days - or as agreed upon during the required Preliminary Scheduling Meeting **(Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)**			
51	A 7-day workweek calendar may be defined for the project. If defined, it establishes Saturdays, Sundays and all Federal Holidays as workdays – or as agreed upon during the required Preliminary Scheduling Meeting **(Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)**			
52	Calendars outside of normal working hours defined and used only with Contracting Officer prior approval – agreed upon at the required **Preliminary Scheduling Meeting** AND those necessary for "catch-up recovery calendars", short-duration weekend work calendars to get ahead of upcoming weather/other restriction. This can affect the As-Built schedule requirement – Spec section 1.4.2 **(Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)**			
53	Total work hours/day for all defined calendars is set to 8 **(Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)**			
54	Calendars are correctly assigned to activities			
Weather Calendars				
55	A Project level Weather Calendar is defined			
56	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not assigned to non-working days)			
57	The required number of anticipated non-work days per month due to adverse weather is used [the source of rainfall data is a Pre-Award NAVFAC decision within a bracketed option of UFGS 01 32 17.00 20]			
58	The Weather Calendar is assigned to **ALL** activities that could be delayed by adverse weather			
59	If the project is in Australia, Diego Garcia, Guam, Hawaii, Japan, Korea or other Pacific Islands, then the Weather Calendars created and updated by NAVFAC Pacific are being used			
Special Calendars				
60	If **UFGS 01 32 17.00 20, Section 1.10.1.9** is incorporated into the project, then Anticipated Restricted Delays Calendars(s) (e.g. Security Calendar, Exclusionary Period Calendar, etc.) are set up properly and comply with **UFGS 01 14 00** – Section 1.5.5 Working Hours, Section 1.5.6 Work Outside Regular Hours and Section 1.5.7 Exclusionary Period			

KTR Baseline Review Checklist – May 2023

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
Work Breakdown Structure (WBS)				
61	Required WBS sections established w/ activities & milestones within appropriate WBS elements			
ACTIVITY CODES				
62	Activity Codes are established at the Project Level			
63	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project			
64	Responsibility Codes identifying the names of the prime contractor and all subcontractors responsible for completing the task are defined for each activity in the project. All activities assigned as GOVT responsibility are well defined and have been discussed with the administering FEAD/ROICC/OICC office's project team			
Description and Duration				
65	P6 **Activity Names** adequately define work scope. Each activity should be unique and not require depending on any WBS or activity code breakdowns to identify where the scope of work exists.			
66	No on-site construction activity has a duration greater than 20 working days			
67	Work-in-Place percent complete for partially completed activities are easy to determine/verify. Each activity should be unique and not require depending on any WBS or activity code breakdowns to identify where the scope of work exists.			
Schedule Logic				
68	Lead or lag logic are not used without Contracting Officer prior approval			
69	Activities have no open start or finish (dangling) relationship logic			
70	Redundant relationships ties are minimized to only those determined necessary			
Contract Milestone Activities				
71	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)			
72	Project Start Date Milestone is shown			
73	Design Completion Milestone *(for all Design Build only)*			
74	Post-Award Kickoff (PAK) Meeting Milestone			
75	Pre-Construction Meeting Milestone – *(for DBB)*			
76	Preconstruction Submittals Finish Milestone			
77	Contractor Mobilization Finish Milestone			
78	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone(s) is/are shown			
79	Substantial Completion Milestone is shown			
80	DD-1354 Finish Milestone(s) is/are shown			
81	Projected Completion Milestone is shown & assigned to a 7-day Calendar			
82	Contract Completion Date Milestone is shown & assigned to a 7-day Calendar			

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
	Activities Assigned Government Responsibility For Completing			
83	Responsibility for completing the activity is correctly assigned to the Government			
84	Durations comply with contract requirements – *for Activities assigned GOVT responsibility*			
	Also, refer to UFGS 01 33 00 and UFGS 01 33 10			
	Longest Path			
85	Government activities are placed appropriately within the logic stream			
86	The Longest Path is made up of activities that are expected to drive project completion			
87	The Longest Path shows reasonable work flow and sequencing			
88	There are no time gaps between activities on the Longest Path			
	COST LOADING			
89	The total cost budget equals the contract value			
90	Activities that should have a cost budget are cost loaded			
91	Budget $ are equitably spread throughout the Project – Not Artificially Front End Loaded –			
92	Anomalies in monthly and cumulative Budged Cost distribution are explainable			
93	GOVT activities shall have ZERO cost assigned			
94	Value of commissioning, testing & closeout is not less than required percent of Procurement/Construction cost [the required % is a Pre-Award NAVFAC decision within a bracketed option of UFGS 01 32 17.00 20 (the "default" percentage is 10%)]			

* 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.