Contractor Baseline Project 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 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			
1	NAS 11x17 PDF Baseline Schedule			
2	P6 xer native file, version match or less than GOV			
3	P6 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 and Accurate			
9	Screen Shot of Time Periods established in P6			
	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			
14	Have discussed/agreed w/ GOV Substantial Completion Milestone (SCD) commensurate to Building Occupancy Date (BOD) and resides in appropriate sequence of work activity required completion prior BOD			
15	The Projected Completion Milestone (PCD) finish date is on or before the Must Finish Contract Completion Date (CCD)			
16	Critical activities defined as Longest Path			

KTR Baseline Review Checklist

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
17	No activities have started or are in progress			
18	All Constraints are Contractually defined			
19	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone			
20	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish milestone			
21	Longest Path Activity Baseline % Limitation is compliant			
PROJECT REQUIREMENTS AND SETTINGS				
Schedule Dates				
22	The project Must Finish By date is set to the current CCD			
23	The Must Finish By Time is set to 5pm			
Defaults				
24	Duration Type is set to Fixed Duration & Units			
25	Percent Complete Type is set to Physical			
26	Activity Type is set to Task Dependent			
27	The default Project Calendar reflects Sat, Sun & all Fed Holidays as non-work days			
28	Required Duration, Percent Complete, and Activity Type Default settings are assigned to all activities			
Calculations				
29	Price/Unit is set to $1/h			
30	Activity percent complete based on activity steps is checked			
31	Link budget and at completion for not started activities is checked			
32	Reset Remaining Duration and Units to Original is selected			
33	Subtract Actual from At Completion is selected			
34	Recalculate Actual Units and Cost when duration % complete changes is checked			
35	Update units when costs change on resource assignments is unchecked			
36	Link Actual and Actual This Period Units and Cost is checked			
Earned Value				
Technique For Computing Performance Percent Complete				
37	Activity percent complete is selected			
Technique For Computing Estimate To Complete (ETC)				
38	PF = 1 is selected			
Hours Per Time Period				
39	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 .			

KTR Baseline Review Checklist

Project Name: _____   Primavera Project ID.: _____

ITM	DESCRIPTION	Y	N*	NA
40	"*Use assigned calendar to specify the number of work hours for each time period*" is checked			
PROJECT CALENDARS				
	Standard Calendars			
41	Calendar(s) are defined at the Project level			
42	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			
43	Calendars outside of normal working hours defined and used only with Contracting Officer prior approval			
44	Total work hours/day for all defined calendars is set to 8			
45	Calendars are correctly assigned to activities			
	Weather Calendars			
46	A Project level Weather Calendar is defined			
47	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not assigned to non-working days)			
48	The required number of anticipated non-work days per month due to adverse weather is used			
49	The Weather Calendar is assigned to activities that could be delayed by adverse weather			
	Special Calendars			
50	Special Calendar(s) defined for the project are properly set-up at the Project level (e.g. Anticipated Restricted Delays)			
51	Special Calendar(s) are correctly assigned to activities			
Work Breakdown Structure (WBS)				
52	Required WBS sections established w/ activities & milestones within appropriate WBS categories			
ACTIVITY CODES				
53	Activity Codes are established at the Project Level			
54	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project			
55	Responsibility Codes identifying the party responsible for completing the task are defined for each activity in the project			
	Description and Duration			
56	Activity Descriptions adequately define work scope			
57	No on-site construction activity has a duration greater than 20 working days			
ITM	**DESCRIPTION**	**Y**	**N***	**NA**

KTR Baseline Review Checklist

Project Name: _____   Primavera Project ID.: _____

58	Work-in-Place percent complete for partially completed activities are easy to determine/verify			
Schedule Logic				
59	Lead or lag logic are not used without Contracting Officer prior approval			
60	Activities have no open start or finish (dangling) relationship logic			
61	Redundant relationships ties are minimized to only those determined necessary			
Contract Milestone Activities				
62	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)			
63	Project Start Date Milestone is shown			
64	Design Completion Milestone *(for all Design Build only)*			
65	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone is shown			
66	Substantial Completion Milestone is shown			
67	Projected Completion Milestone is shown			
68	Contract Completion Date Milestone is shown			
Activities Assigned Government Responsibility For Completing				
69	Responsibility for completing the activity is correctly assigned to the Government			
70	Durations comply with contract requirements – *for Activities assigned GOVT responsibility*			
Longest Path				
71	Government activities are placed appropriately within the logic stream			
72	The Longest Path is made up of activities that you expect to drive project completion			
73	The Longest Path shows reasonable work flow and sequencing			
74	There are no time gaps between activities on the Longest Path			
COST LOADING				
75	The total cost budget equals the contract value			
76	Activities that should have a cost budget are cost loaded			
77	Budget $ are equitably spread throughout the Project – Not Artificially Front End Loaded –			
78	Anomalies in monthly and cumulative Budged Cost distribution are explainable			
79	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.