**Baseline Checklist**

**Proposal Note 107 - Critical Path Method Progress Schedule**

Project: \_\_\_\_\_\_\_\_\_ Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Proposal Note 107 Requirements (Contractual)**

General:

* Contractor has a designated Schedule Representative: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Baseline Requirements:

* Contractor started work within 60 days of execution of contract and submitted an interim schedule, and/or
* Contractor submitted a baseline schedule within 60 days of the execution of the Contract

Schedule Requirements:

* Does the schedule show the various activities of work in sufficient detail to demonstrate a reasonable and workable plan to complete the project by the original contract duration?
* Are activities included for
	+ Submittals
	+ Working drawings
	+ Shop drawing prep.
	+ Department review time
	+ Material procurement
	+ Material fabrication
	+ Delivery of material
	+ Similar activities
* Schedule includes the following Administrative Identifier Information:
* Project Number
* County
* Route Number
* FHWA Number
* PID Number
* Contract Signed Date
* Completion Date
* Contractor’s Name
* Contractor’s Dated Signature
* ODOT’s Dated Approval Signature
* Activities
	+ Activity ID **[C.1.b.i]**
	+ Activity Description
		- Narrative consisting of a verb or work function and an object **[C.1.b.ii]**
		- Do not use commas in the description name **[C.1.b.ii]**
	+ Activity Original Duration – construction activities less than 20 working days **[C.1.b.iii]**
	+ Relationships **[C.1.b.iv]**
		- All activities except first activity have a predecessor. All activities except last have a successor
		- Use FS with no leads or lags
		- Use SS with lag no greater than the predecessor duration
		- Use FF when both activities already have a SS
	+ Project Milestones
		- Start Project – date contract executed by ODOT **[C.1.c.i]**
		- End Project – last activity in schedule **[C.1.c.ii]**
		- Start Phase - contractual milestones – if necessary **[C.1.c.iii]**
		- End Phase – contractual milestones – if necessary **[C.1.c.iv]**
	+ Level of Effort Activities – contract work periods, closures, etc. – if necessary **[C.1.d]**
	+ Constraints - use sparingly – use only Early Constraints or Late Constraints **[C.1.e]**
* Calendars **[C.1.f]**
	+ Project Level not Global
	+ Holidays shown in calendars
	+ Seasonal (winter) shutdowns shown in calendars
	+ 8 hour workdays only
	+ Cannot inherit holidays & exceptions from a Global Calendar
* Activity codes **[C.1.g]**
	+ Project Level not Global
	+ minimum Area, Phase and Responsibility
	+ WBS is permitted, but Activity Codes still must be used
* Schedule Options **[C.1.h]**
	+ schedule calculated using retained logic
	+ open ends shown as non-critical
	+ total float calculated as finish float
	+ Ignore relationships to and from other projects
	+ Define critical activities as Longest Path **[C.2.1a]**

Submission Requirements:

* Schedule submitted in electronic file format on CD or via email **[C.2]**
* PDF of the CPM schedule **[C.2.a]**
	+ Bar chart shows activity ID, activity description, original duration, remaining duration, ~~early~~ start date, ~~early~~ finish date, total float and calendar ID
	+ Use arrows to show relationships among activities
	+ Critical path in red
* PDF of the Six week look ahead schedule **[C.2.b]**
* PDF of the Scheduling/Leveling Report **[C.2.c]**

Schedule reviewed and;

* Approved
* Approved As Noted; Contractor shall make necessary revisions and resubmit within 14 days
* Rejected; Engineer will indicate in writing all portions of the schedule that are not in compliance with the contract requirements. Engineer will conduct a mandatory meeting with Contractor within 14 days.

ODOT Schedule Reviewer:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule Comments**

**Proposal Note 107 - Critical Path Method Progress Schedule**

**Proposal Note 107 Requirements (Non-Contractual)**

Proposal Note 107 addresses the contract requirements for the contractor’s baseline schedule. Proposal Note 107 will ensure the project receives a technically acceptable schedule without being an overly prescriptive specification. The reviewer still needs use common sense to evaluate the schedule in sufficient detail to accept it as a reasonable and workable plan to complete the project by the original contract completion date.

If the reviewer has additional comments, the reviewer can add these comments to the acceptance letter. The reviewer will the following paragraph prior to listing the comments:

“We have the following additional comments based on our initial review of the schedule. While these comments do not constitute reasons to reject the schedule, we request that the Contractor review the comments and provide a narrative response to each comment and/or revise the schedule as appropriate.”

Additional comments may include, but not be limited to, the following items:

1. Review the critical path. Does the project finish on time? How many activities are in the longest path? Are there many unique critical paths or branches to the critical paths? Do you think the critical path is reasonable, based on what you know about this project?

 Observations

1. On bridge projects, bridges are usually critical, review bridge component durations.
2. On paving projects, review paving durations.

2. Review non-critical paths. Do durations make sense? Are there activities with excessive float?

3. Does the schedule contain weather sensitive work? Are shutdown periods shown in the calendars? Do all the calendars make sense? Are activities assigned to the correct calendar?