NAVFAC Hawaii Baseline Schedule Checklist	Y	N
ITM **DESCRIPTION**		
IPS REPORTING & SOFTWARE *(Manual – Page 47 – Section 2.4.1)*		
Reports Submitted		
1 P6 Project import file in Primavera Project Manager (.XER) 8.2 export file format. **(KTR)** *Spec 1.4*		
2 Narrative Report *Spec 1.6.4.b*		
3 Network Diagram (Schedule) *Spec 1.6.1*		
4 Earned Value Report (If schedule cost loading specified) *Spec 1.6.4.c*		
5 S-Curves (If schedule cost loading specified) *Spec 1.6.4.d*		
6 All required submittals are provided by the contractor *Spec 1.6.4 & 1.7*		
Software		
7 P6 was used to prepare the schedule **(KTR)** *Spec 1.4*		
GENERAL SCHEDULE INFORMATION (Run Primavera Schedule Report/Log) *(Manual – Page 47 – Section 2.4.2)*		
8 Start and Finish dates did not change after scheduling the project		
9 Retained Logic is used when scheduling progressed activities *Spec 1.6.3.c*		
10 Critical activities defined as Total Float less than or equal to 0 *Spec 1.6.3.d.7*		
11 No activities have started or are in progress *Spec 1.3.a*		
12 All Constraints are Contractually defined *Spec 1.6.3.a*		
13 The only activity without predecessor(s) is the activity with the earliest start date *Spec 1.6.2*		
14 The only activity without successor(s) is the activity with the latest finish date *Spec 1.6.2*		
15 The Data Date matches the Earliest Early Start Date		
16 The Latest Early Finish Date is on or before the Contract Completion Date (CCD)		
17 No more than 20% of the activities are Critical or Near Critical; Activities with Total Float less than 14 working days are Near Critical *Spec 1.6.2*		
PROJECT REQUIREMENTS AND SETTINGS		
Schedule Dates (Manual – Page 51 – Section 2.4.3)		
18 The project Must Finish By date is set to the current CCD *Spec 1.6.3.d.4*		
19 The Must Finish By Time is set to 5pm		
Defaults (Manual – Page 52 – Section 2.4.3) Spec 1.6.3.d.5		
20 Duration Type is set to Fixed Duration & Units *Spec 1.6.3.d.5.a*		
21 Percent Complete Type is set to Physical *Spec 1.6.3.d.5.b*		
22 Activity Type is set to Task Dependent *Spec 1.6.3.d.5*.c (also *Spec 1.6.3.c)*		
23 The default Project Calendar reflects Sat, Sun & all Fed Holidays as non-work days *Spec 1.6.3.d.5.d*		
Settings (Manual – Page 54 – Section 2.4.3) Spec 1.6.3.d.7		
24 Total Float less than or equal to 0 defines critical activity *Spec 1.6.3.d.7*		
Calculations (Manual – Page 54 – Section 2.4.3) Spec 1.6.3.d.6		
25 Price/Unit is set to $1/h *Spec 1.6.3.d.6.f*		
26 Activity percent complete based on activity steps is checked *Spec 1.6.3.d.6.a*		
27 Reset Remaining Duration and Units to Original is selected *Spec 1.6.3.d.6.b*		
28 Subtract Actual from At Completion is selected *Spec 1.6.3.d.6.c*		
29 Recalculate Actual Units and Cost when duration % complete changes is checked *Spec 1.6.3.d.6.d*		
30 Update units when costs change on resource assignments is unchecked *Spec 1.6.3.d.6.g*		
31 Link Actual and Actual This Period Units and Cost is checked *Spec 1.6.3.d.6.e*		

	Earned Value (Manual – Page 55 – Section 2.4.4) *Spec 1.6.3.d.8*		
	Technique For Computing Performance Percent Complete		
32	Activity percent complete is selected *Spec 1.6.3.d.8.a*		
	Technique For Computing Estimate To Complete (ETC)		
33	PF = 1 is selected *Spec 1.6.3.d.8.b*		
	Hours Per Time Period (Manual – Page 56 – Section 2.4.5) *Spec 1.6.3.d.2*		
34	Verified with the contractor that the Time Periods established for P6 on the computer the project was created and maintained are set to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year *Spec 1.6.3.d.2.a* Please verify with screen shot of P6.		
35	Time Periods established for P6 on the Government computer matches the Time Periods established on the contractor computer – *See Manual Page 56 – Section 2.4.5*		
36	"*Use assigned calendar to specify the number of work hours for each time period*" is checked *Spec 1.6.3.d.2.b*		
	Project Calendars (Manual – Page 57 – Section 2.4.6) *Spec 1.6.2.1.4 & Spec 1.6.3.d.5.d*		
	Standard Calendars		
37	Calendar(s) are defined at the Project level *Spec 1.6.3.d.1*		
38	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 *Spec 1.6.2.1.4*		
39	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 *Spec 1.6.2.1.4*		
40	A 7-day workweek calendar may be defined for the project. If defined, it establishes Saturdays, Sundays and all Federal Holidays as workdays *Spec 1.6.2.1.4*		
41	Total work hours/day for all defined calendars is set to 8 *Spec 1.6.3.d.2.a*		
42	Standard Calendars are correctly assigned to activities **– you can create/use a filter or column**		
	Weather Calendars *Spec 1.6.2.4*		
43	A Project level Weather Calendar is defined *Spec 1.6.2.4*		
44	The weather calendar is based on the Standard (5/6/7) -Day Workweek Calendar(s) *Spec 1.6.2.4*		
45	Anticipated non-work days due to adverse weather are assigned to normal workdays *(think "lost work day due to weather") – cannot be assigned to non-work days*		
46	The approved number of anticipated non-work days per month due to adverse weather is assigned *Spec 1.6.2.4 – suggest using bracketed chart in Spec 1.6.2.4*		
47	The Weather Calendar is assigned to activities that could be delayed by adverse weather *Spec 1.6.2.4 - **you can create/use a filter or column***		
	Special Calendars		
48	Special Calendar(s) defined for the project are properly set-up at the Project level		
49	Special Calendar(s) are correctly assigned to activities - **you can create/use a filter or column**		
	ACTIVITY CODES *(Manual – Page 65 – Section 2.4.7)*		
50	Activity Codes are established at the Project Level *Spec 1.6.3.d.1*		
51	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project *Spec 1.6.2.3.1*		

52	Responsibility Codes identifying the party responsible for completing the task must be defined for each activity in the project *Spec 1.6.2.3.2*		

ACTIVITY DATA, SETTINGS AND ASSIGNMENTS

Activity Detail (Manual – Page 67 – Section 2.4.8) *Spec 1.6.3.d.5*

53	Activity Type is set to **Task Dependent** for all activities *Spec 1.6.3.d.5.c* **USE FILTER YOU CREATED**		
54	Duration Type is set to **Fixed Duration & Units** for all activities *Spec 1.6.3.d.5.a*		
55	Percent (%) Complete Type is set to **Physical** for all activities *Spec 1.6.3.d.5.b*		
56	Calendars are correctly assigned to activities **you can create/use a filter or column**		
57	Activity Descriptions adequately define work scope *"Sanity Check" – your knowledge/experience*		
58	Original activity durations are reasonable *"Sanity Check" – your knowledge/experience*		
59	No construction activity has a duration greater than 20 working days, *Spec 1.6.2.1.4* **(Filter)**		
60	Remaining Durations for partially completed activities can be accurately determined at any given point in time		
61	Actual Activity Start and Finish dates will be easy to determine/verify *"Sanity Check" – your knowledge/experience*		
62	Work-in-Place percent complete for partially completed activities will be easy to determine/verify *"Sanity Check" – your knowledge/experience*		

Schedule Logic (Manual – Page 72)

63	No Negative Lags **(INFORM KTR) – USE REPORT YOU CREATED**		
64	Finish-To-Start relationships are all assigned 0 Lag **(INFORM KTR) – USE REPORT YOU CREATED**		

Contract Milestone Activities (Manual – Page 81 – Section 2.4.10) *Spec 1.6.2.2* **(USE MILESTONE FILTER)**

65	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified) N/A		
66	Project Start Date Milestone is shown - *Spec 1.6.2.2.1* **(USE MILESTONE FILTER)**		
67	Facility Turnover Planning Meeting Milestone is shown - *Spec 1.6.2.2.2* **(USE MILESTONE FILTER)**		
68	Substantial Completion Milestone is shown- *Spec 1.6.2.2.3* **(USE MILESTONE FILTER)**		
69	Projected Completion Milestone is shown - *Spec 1.6.2.2.4* **(USE MILESTONE FILTER)**		
70	Contract Completion Date Milestone is shown - *Spec 1.6.2.2.5* **(USE MILESTONE FILTER)**		

Activities Assigned Government Responsibility For Completing (Manual – Page 82 – Section 2.4.11)

70	Responsibility for completing the activity is correctly assigned to the Government *Spec 1.6.2.1.2*		
71	Durations comply with contract requirements – *for Activities assigned GOVT responsibility*		

Longest Path (Manual – Page 84 – Section 2.4.12)

72	Government activities are not arbitrarily placed on the Longest Path – *your knowledge/experience*		
73	The Longest Path is made up of activities expected to drive project		
74	The Longest Path shows reasonable work flow and sequencing – *your knowledge/experience*		
75	There are no time gaps between activities on the Longest Path – *your knowledge/experience*		

COST LOADING *(Manual – Page 85 – Section 2.4.13)* *Spec 1.6.2.6.1*

76	The total cost budget equals the contract value		
77	Activities that should have a cost budget are cost loaded – *your knowledge/experience*		
78	Budget $ are equitably spread– Not Front End Loaded – **(USE S-CURVE AND COLUMNS)**		
79	Anomalies in monthly and cumulative Budged Cost distribution are explainable		
	AFTER APPROVING THE BASELINE SCHEDULE:		
80	**Print S-Curve from APPROVED Baseline Schedule – at least 11x17 – in color – KEEP IT HANDY!**		
81	**Print next 30 days Longest Path**		