

1 GENERAL

- .1 Use a project management control system based Bar (GANTT) Chart technique.
- .2 Schedule reviews by Departmental Representative shall not mean approval of detail inherent in schedule, responsibility for which lies with Contractor.

2 DEFINITIONS

- .1 Activity: element of Work performed during course of Project. Activity normally has expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally Bar Chart should be derived from commercially available computerized project management system.
- .3 Baseline: original approved plan (for project, work package, or activity), plus or minus approved scope changes.
- .4 Construction Work Week: Monday to Friday, inclusive, will provide five day work week and define schedule calendar working days as part of Bar (GANTT) Chart submission.
- .5 Duration: number of work periods (not including holidays or other nonworking periods) required to complete activity or other project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: significant event in project, usually completion of major deliverable.
- .8 Project Schedule: planned dates for performing activities and the planned dates

for meeting milestones. Dynamic, detailed record of tasks or activities that must be accomplished to satisfy Project objectives. Monitoring and control process involves using Project Schedule in executing and controlling activities and is used as basis for decision making throughout project life cycle.

- .9 Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

3 REQUIREMENTS

- .1 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .2 Plan to complete Work in accordance with prescribed milestones and time frame.
- .3 Limit activity durations to maximum of approximately 10 working days, to allow for progress reporting.
- .4 Ensure that it is understood that Award of Contract or time of beginning, rate of progress, Interim Certificate and Final Certificate as defined times of completion are of essence of this contract.

4 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative within 14 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

5 PROJECT MILESTONES

- .1 Project milestones form interim targets for Project Schedule include.
 - .1 Roof Inspection
 - .2 Roof Inspection Report

		.3	Shop Drawings / Engineering Assessment
		.4	Site Mobilization.
		.5	Limited Demolition.
		.6	Re-Roofing.
		.7	Interim Certificate (Substantial Completion) date.
		.8	Final Certificate Completion.
<u>6 MASTER PLAN</u>	.1		Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT) .
	.2		Departmental Representative will review and return revised schedules within 5 working days.
	.3		Revise impractical schedule and resubmit within 5 working days.
	.4		Accepted revised schedule will become Master Plan and be used as baseline for updates.
<u>7 PROJECT SCHEDULE</u>	.1		Develop detailed Project Schedule derived from Master Plan.
	.2		Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
		.1	Inspection reports
		.2	Shop drawings.
		.3	Samples.
		.4	Approvals.
		.5	Demolition
		.6	Installation.
		.7	Testing.
	.3		Relate Detail Schedule activities to basic activities and milestones developed and approved in Master Plan.
	.4		Insert Change Orders in appropriate and logical location of Detail Schedule. After analysis, clearly state and report to Departmental Representative for review effects created by insertion of new Change Order.
<u>8 PROJECT SCHEDULE REPORTING</u>	.1		Update Project Schedule on weekly basis reflecting activity changes and completions, as well as activities in progress.

	.2	Include as part of Project Schedule, narrative report identifying Work status to date, comparing current progress to baseline, presenting current forecasts, defining problem areas, anticipated delays and impact with possible mitigation.
<u>9 PROJECT MEETINGS</u>	.1	Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
	.2	Weather related delays with their remedial measures will be discussed and negotiated.
<u>10 QUALITY ASSURANCE</u>	.1	Use experienced personnel, fully qualified in planning and scheduling to provide services from start of construction to Final Certificate, including Commissioning.
<u>11 PROJECT MEETING</u>	.1	Meet with Departmental Representative within 5 working days of each Award of Sub-Contract or Own Forces date, to establish Work requirements and approach to project construction operations.