

**Part 1 General**

**1.1 RELATED REQUIREMENTS**

- .1 Section 01 11 01, Work related general information.
- .2 Section 01 14 00, Work restrictions.
- .3 Section 01 35 29.06, Health and safety requirements.
- .4 Section 01 35 43, Environmental procedures.

**1.2 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): 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.

**1.3 REQUIREMENTS**

- .1 The Contractor shall commence work immediately after receiving notice of acceptance of offer and complete them at the latest on November 20, 2015.

- .2 Ensure Master Plan and Detail Schedules are practical and remain within specified Contract duration.
- .3 Plan to complete Work in accordance with prescribed milestones and time frame.
- .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.
- .5 The Contractor is responsible for planning all his work and deadlines taking into account the continuity of the services he must provide and other directions as specified in Section 01 14 00, Work Restrictions.
- .6 Where it is foreseeable that the deadlines or work completion date will not be met, the Contractor shall, and at no additional cost to the Departmental Representative, take one or more of the following measures: increase labour, increase working time or take other actions to eliminate the backlog of work.

#### **1.4 ACTION AND INFORMATIONAL SUBMITTALS**

- .1 Submit to Departmental Representative within 10 working days of notice of acceptance of offer Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .2 Submit detailed Project Schedule to Departmental Representative within 5 working days of receipt of acceptance of Master Plan.

#### **1.5 PROJECT MILESTONES**

- .1 Project milestones form interim targets for Project Schedule.
  - .1 The mobilization to the work site should be completed no later than fifteen (15) working days after notice of acceptance of offer.

#### **1.6 MASTER PLAN**

- .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 the Master Plan used as baseline for updates.

#### **1.7 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes minimum milestone and activity types as follows:
  - .1 Award.

- .2 Preparation and approval of the safety program and contingency plan.
- .3 Submittal of permits, authorizations and certificates of conformity.
- .4 Execution of field measurements.
- .5 Submittal and review of shop drawings, samples.
- .6 Ordering, fabrication, shipping and delivery of materials and structural elements.
- .7 Mobilization.
- .8 Construction of a new access door.
- .9 Repair of the sheet piles.
- .10 Repair of the piles.
- .11 Repairs to the concrete slab.
- .12 Remedial work, surface water drainage.
- .13 Interventions on different elements of the wharf.
- .14 Installation of the fenders.
- .15 Cleaning and overhaul of the site.
- .16 Demobilization.

## **1.8 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on biweekly 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.

## **1.9 PROJECT MEETINGS**

- .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.

## **Part 2 Products**

### **2.1 NOT USED**

- .1 Not used.

**Part 3            Execution**

**3.1                NOT USED**

.1            Not used.

**END OF SECTION**