

## **PART 1 - GENERAL**

### **1.1 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 Sunday, inclusive, will provide seven (7) 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 non-working 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.
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## 1.2 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 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.

## 1.3 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit to Departmental Representative, within five (5) 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 five (5) working days of receipt of acceptance of Master Plan.
- .4 Should contractor want to work weekends/holidays, a written request must be submitted to the Departmental Representative at least two (2) days in advance to allow for scheduling of on-site PWGSC personnel.

## 1.4 PROJECT MILESTONES

- .1 This contract shall be planned and implemented by the Contractor, such that all work is carried out and completed by **December 1, 2013**. All measures necessary to meet this deadline shall be considered as indicated when bidding this project.

## 1.5 MASTER PLAN

- .1 Structure schedule to allow orderly planning, organizing and execution of work as Bar Chart (GANTT).
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- .2 Departmental Representative will review and return revised schedules with five (5) working days.
- .3 Revise any impractical schedule, if required, and resubmit within five (5) working days.
- .4 Accepted revised schedule will become Master Plan and be used as baseline for updates.

## **1.6 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule derived from Master Plan.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Shop Drawings.
  - .3 Permits.
  - .4 Mobilization.
  - .5 Relocation of administration building.
  - .6 Reconnection of existing services.
  - .7 Construction of new kiosk
  - .8 Installation of gates and controls
  - .9 Queuing area expansions
  - .10 Testing and Commissioning.

## **1.7 PROJECT SCHEDULE REPORTING**

- .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.

## **1.8 PROJECT MEETINGS**

- .1 Discuss Project Schedule at regular site meetings, identify activities that are behind schedule and provide measures to recover from slippage. Activities considered behind schedule are those with projected start or completion dates later than current approved dates shown on baseline schedule.
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- .2 Weather related delays with their remedial measures will be discussed and negotiated.

### **1.9 MEASUREMENT FOR PAYMENT**

- .1 No separate measurement for payment shall be made for items under this section. Include costs for Construction Progress Schedule - Bar (GANTT) Chart in the Lump Sum Amount on the Combined Price Form.

### **PART 2 - PRODUCTS**

Not applicable

### **PART 3 - EXECUTION**

Not applicable