

PART 1 - GENERAL

- 1.1 PRECEDENCE .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 DEFINITIONS .1 Activity: An element of Work performed during course of Project. An activity normally has an expected duration, and expected cost and expected resource requirements. Activities can be subdivided into tasks.
- .2 Bar Chart (GANTT Chart). A 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 an activity or other Project element. Usually expressed as workdays or workweeks.
- .6 Master Plan: A summary-level schedule that identifies major activities and key milestones.
- .7 Milestone: A significant event in Project, usually completion of major deliverable.
-

- 1.2 DEFINITIONS
(Cont'd)
- .8 Project Schedule: The planned dates for performing activities and the planned dates for meeting milestones. A 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 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.
- 1.4 SUBMITTALS
- .1 Submit to Departmental Representative within 5 working days of Award of Contract Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .2 Submit 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. Identify and submit to Departmental Representative.
-

- 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 Master Plan and be used as baseline for updates.

- 1.7 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, Samples.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Demolition and Removal.
 - .6 Debris Removal.
 - .7 Staircase and Landings.
 - .8 Rock Removal.
 - .9 Dewatering.
 - .10 Site Clean-up.
 - .11 Close-out Documentation
 - .12 Demobilize.

- 1.8 PROJECT SCHEDULE REPORTING
- .1 Update Project Schedule every 2 weeks 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.

1.10 MEASUREMENT FOR PAYMENT .1 No separate measurement for payment shall be made for items under this section. Include costs for Construction Progress Schedules - Bar (GANTT) Chart in the Lump Sum portion of the work on the Bid and Acceptance Form.

PART 2 - PRODUCTS

2.1 NOT USED .1 Not used.

PART 3 - EXECUTION

3.1 NOT USED .1 Not used.