

## **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 schedule (for project, work package, or activity), plus or minus approved scope changes.
- .4     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.
- .5     Master Plan: summary-level schedule that identifies major activities and key milestones.
- .6     Milestone: significant event in project, usually completion of major deliverable.
- .7     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.
- .8     Project Planning, Monitoring and Control System: overall system operated by Departmental Representative to enable monitoring of project work in relation to established milestones.

### **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     Limit activity durations to maximum of approximately five (5) working days, to allow for progress reporting.
- .4     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               ACTION AND INFORMATIONAL SUBMITTALS**

- .1     Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.

- .2 Submit to Departmental Representative within ten (10) working days of Award of Contract Bar Chart ((GANTT Chart) as schedule for planning, monitoring and reporting of project progress.
- .3 Structure schedule to allow orderly planning, organizing and execution of Work as Bar Chart (GANTT).
- .4 Departmental Representative will review and return revised schedules within 5 working days.
- .5 Revise schedule as required and resubmit within five (5) working days of a request for a revised schedule.

#### **1.4 PROJECT SCHEDULE**

- .1 Develop detailed Project Schedule.
- .2 Ensure detailed Project Schedule includes as minimum milestone and activity types as follows:
  - .1 Award.
  - .2 Submittal of Shop Drawings.
  - .3 Permits.
  - .4 Survey.
  - .5 Mobilization.
  - .6 Environmental Protection Plan (EPP), review and implementation.
  - .7 Health and Safety Plan, review and implementation.
  - .8 Traffic Accommodation strategy, review and implementation.
  - .9 Quality Management Plan.
  - .10 Construction work activities.
  - .11 Substantial Performance Inspection for each stage.
  - .12 Demobilization.
  - .13 Completion.

#### **1.5 PROJECT SCHEDULE REPORTING**

- .1 Update Project Schedule on monthly basis reflecting activity changes and completions, as well as activities in progress.

#### **1.6 PROJECT MEETINGS**

- .1 Discuss Project Schedule at progress 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.

**Part 2          Products**

**2.1              NOT USED**

**Part 3          Execution**

**3.1              NOT USED**

**END OF SECTION**