Baseline Project Schedule
Review Checklist – January 2025

Checklist items included herein required. Reference COST-LOADED NETWORK ANALYSIS SCHEDULES (NAS)
Specification 01 32 17.00 20 (unless noted otherwise herein)

Project Name:	
Contract No.:	
Modification Up Through:	
Contractor:	
Designated Project Scheduler:	
Primavera Project ID (e.g. BXXX MMYY):	
Data Date:	
Contract Award Date:	
Current Contract Duration (calendar days):	
Current Contract Completion Date (CCD):	
Projected Completion Date (PCD):	(with days TF)
Current Interim or Phased Completion Contract Dates (if specified):	
Current Total Contract Award ($):	
Value of Completed Performance ($):	(%)

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
	REPORTS SUBMITTED		
1	Preliminary Scheduling Meeting (PSM) Agenda – copy of completed of PSM intended mutual understanding (Sections 15 thru 17 of Meeting Guide)		
2	NAS 11x17 PDF Baseline Schedule		
3	P6 xer native file, version match or earlier than GOV		
4	P6-created Scheduling Log Report		
5	Narrative Report		
6	Earned Value Report		
7	Schedule Variance Control (SVC) Diagram "Cash Flow S-Curves"		
8	NAS 11x17 PDF Longest Path next 60d		
9	KTR Baseline Project Schedule Review Checklist, Complete & Accurate		
10	KTR Baseline Project Schedule General Commissioning/HVAC Review Checklist – if UFGS 01 91 00 and/or UFGS 23 09 00 and/or UFGS 23 05 93 are incorporated into the project		
11	Screen Shot of Time Periods established in P6 – see Checklist Item 48		
12	Screen Shot of Earned Value Settings - see Checklist Item 45		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
	SOFTWARE		
13	Oracle Primavera P6 software was used to create schedule		
	GENERAL SCHEDULE INFORMATION (REFERENCE P6 SCHEDULING/LEVELING REPORT)		
14	Run P6 Schedule function prior to exporting project		
15	Verify/Remove POBS from P6 export file prior to submission		
16	Data Date matches Contract Award Date		
17	Have discussed/agreed w/ GOV that the Substantial Completion Milestone (SCD) is commensurate to the Beneficial Occupancy Date (BOD) and resides inappropriate sequence of work activity required to be complete prior to BOD		
18	The Projected Completion Milestone (PCD) finish date is on or before the Must Finish By date which is the Contract Completion Date (CCD)		
	P6-CREATED SCHEDULE LOG REPORT		
19	Retained Logic is used when scheduling progressed activities		
20	Critical activities defined as Longest Path		
21	No activities have started or are in progress - possible exception of Bond payment		
22	All Constraints are Contractually defined – As Late as Possible or other "Soft Constraints" are NOT allowed. CCD is to be unconstrained since the Must Finish By (Checklist Items 25 & 26) acts as a constraint on the entire project		
23	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
24	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish milestone		
25	Longest Path Activity Baseline % Limitation is compliant – [bracketed option (the "default" percentage is 30%)]		
PROJECT REQUIREMENTS AND SETTINGS			
SCHEDULE DATES (P6 PROJECTS WINDOW – DATES TAB)			
26	The project Must Finish By date is set to the current CCD		
27	The Must Finish By Time is set to 5pm		
DEFAULTS – FOR ANY ADDED ACTIVITIES IN THE FUTURE (P6 PROJECTS WINDOW – DEFAULTS TAB)			
28	Duration Type is set to Fixed Duration & Units		
29	Percent Complete Type is set to Physical		
30	Activity Type is set to Task Dependent		
31	The default Project Calendar is used that was discussed, determined and mutually agreed upon at the required Preliminary Scheduling Meeting (see Checklist Item 1)		
SETTINGS - FOR ACTIVITIES ALREADY PRESENT IN THE SCHEDULE (NOTE: ITEMS 29 THROUGH 31 BELOW WILL BE CHECKED BY GOV USING A FILTER FOR EACH)			
32	Activity Type is set to Task Dependent for ALL activities – Level of Effort Activity Type is NOT allowed		
33	Duration Type is set to Fixed Duration & Units for ALL activities		
34	Percent Complete Type is set to Physical for ALL activities		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
CALCULATIONS (P6 PROJECTS WINDOW – CALCULATIONS TAB)			
35	Price/Unit is set to $1/h		
36	Activity percent complete based on activity steps is checked		
37	Link budget and at completion for not started activities is checked		
38	Reset Remaining Duration and Units to Original is selected		
39	Subtract Actual from At Completion is selected		
40	Recalculate Actual Units and Cost when duration % complete changes is checked		
41	Update units when costs change on resource assignments is unchecked		
42	Link Actual and Actual This Period Units and Cost is checked		
EARNED VALUE - (P6 WBS WINDOW – EARNED VALUE TAB)			
TECHNIQUE FOR COMPUTING PERFORMANCE PERCENT COMPLETE			
43	Activity percent complete is selected		
TECHNIQUE FOR COMPUTING ESTIMATE TO COMPLETE (ETC)			
44	PF = 1 is selected		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
EARNED VALUE – (P6 ADMIN – ADMIN PREFERENCES – EARNED VALUE TAB) - THE FOLLOWING THREE ITEMS ARE THE CONTENT OF WHAT IS REQUIRED IN CHECKLIST ITEM 12 – EARNED VALUE			
45	Technique for computing performance percent complete: "Activity % Complete" is selected		
46	Technique for computing Estimate to Complete: "PF – 1" is selected		
47	Earned value calculation – when calculation earned value from a baseline use – "Budgeted values with current dates" is selected		
HOURS PER TIME PERIOD – THE FOLLOWING TWO ITEMS ARE THE CONTENT OF WHAT IS REQUIRED IN CHECKLIST ITEM 11 – TIME PERIODS SETTINGS – (P6 ADMIN – ADMIN PREFERENCES – TIME PERIODS TAB)			
48	Time periods established in P6 on the computer that the schedule is created and maintained with setting to: 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month, and 2000.0 Hours/Year. (See Checklist Item 11)		
49	Checkbox "Use assigned calendar to specify the number of work hours for each time period" is checked (selected)		
PROJECT CALENDARS			
STANDARD CALENDARS			
50	All project Calendar(s) are defined at the Project-level		
51	All NAS activities must be assigned to one of the Project-level Calendars established for the Project		
52	A 5-day workweek calendar is defined, if working 5 days per week, for the project that establishes Saturdays, Sundays and all Federal Holidays as non- work days – or as agreed upon during the required Preliminary Scheduling Meeting - (see Checklist Item 1) - (Note: must comply with UFGS 01 14 00 –Working Hours)		
53	A 6-day workweek calendar may be defined, if working 6 days per week, for the project. The 6-day workweek calendar establishes Sundays and all Federal Holidays as non-work days - or as agreed upon during the required Preliminary Scheduling Meeting - (see Checklist Item 1) - (Note: must comply with UFGS 01 14 00 – Working Hours)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
54	A 7-day workweek calendar may be defined for the project. If defined, it establishes Saturdays, Sundays and all Federal Holidays as workdays – or as agreed upon during the required Preliminary Scheduling Meeting - (see Checklist Item 1) - (Note: must comply with UFGS 01 14 00 –Working Hours)		
55	Calendars outside of normal working hours defined and used only with Contracting Officer prior approval – agreed upon at the required Preliminary Scheduling Meeting - (see Checklist Item 1) - AND those necessary for "catch- up recovery calendars", short-duration weekend work calendars to get ahead of upcoming weather/other restriction(s). This can affect the As-Built schedule requirement – UFGS 01 32 17.00 20 section "MONTHLY NETWORK ANALYSIS" (Note: must comply with UFGS 01 14 00 – Working Hours)		
56	Total work hours/day for all defined calendars is set to 8 (Note: must comply with UFGS 01 14 00 – Section 1.5.5 – Working Hours)		
57	[Anticipated Restricted Delays] aka "Security Calendar" – this is a bracketed option selected Pre-Award – if applicable, have discussed and agreed upon during the required Preliminary Scheduling Meeting - (see Checklist Item 1) - (Note: must comply with UFGS 01 14 00 – Working Hours)		
58	Calendars are correctly assigned to activities		

WEATHER CALENDARS

MONTHLY ANTICIPATED ADVERSE WEATHER NONWORK DAY(S)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
59	A Project-level Weather Calendar is defined		
60	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not assigned to non-working days)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
61	The required number of anticipated non-work days per month due to adverse weather is used [the source of rainfall data is a Pre-Award NAVFAC decision within a bracketed option of UFGS 01 32 17.00 20]		
62	The Weather Calendar is assigned to ALL activities that could be delayed by adverse weather		
63	If the project is in Australia, Diego Garcia, Guam, Hawaii, Japan, Korea or other Pacific Islands, then the Weather Calendars created and updated by NAVFAC Pacific are being used		
64	As-built calendars each month to reflect actual days where work was impacted by weather and where work was not impacted by weather		

SPECIAL CALENDARS

MONTHLY ANTICIPATED RESTRICTED DELAYS (AS REQUIRED)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

MONTHLY SPECIAL CALENDAR NONWORK DAYS (AS REQUIRED)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
65	If UFGS 01 32 17.00 20, Section "Anticipated Restricted Delays" is incorporated into the project, then Anticipated Restricted Delays Calendars(s) (e.g. Security Calendar, Exclusionary Period Calendar, etc.) are set up properly and comply with UFGS 01 14 00 –Working Hours, Work Outside Regular Hours and Exclusionary Period		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
	WORK BREAKDOWN STRUCTURE (WBS)		
66	Required WBS sections established w/ activities & milestones within appropriate WBS Elements		
67	Project Milestones (1) Management Milestones (2) Project Administrative Meetings (3) Permits (4) Design Phase (if DB) (5) Submittals and Reviews (if DB)		
68	Pre-Construction Phase (1) Submittals and Reviews (2) Procurement (3) Mobilization		

69	Construction Phase
	1. General Area
	    a. Type of Work Item
	        i. Location		

70	Project Closeout – including but not limited to: (1) Punchlist (2) Demobilization (3) O&M (4) As-built Drawings (5) Training (6) As-built NAS		
71	Modifications (1) Conformed Modifications (2) Non-Conformed Modifications		
72	Removed Activities		
73	Commissioning & Testing (if Section 01 91 00.25 is included) (1) Specific area/locations of commissioning (2) Final Testing (3) Training		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
	ACTIVITY CODES		
74	Activity Codes are established at the Project Level		
75	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project		
76	Activity CAT Codes a. "DSGN" for Design type activity (if applicable) b. "PRE-CON" for Pre-construction activity c. "PROC" for Procurement type activity d. "CONS" for Construction type activity e. "TEST" for Testing type activity f. "CX" for Commissioning type activity (if applicable) g. "CLOS" for Close-out type activity h. "OTHR" for activity not otherwise designated		
77	[DRAWING CODE] – [bracketed option] selected Pre-Award – if selected, the Drawing Code is the Sheet Number of the project drawings which indicates work to be performed for each activity. If there is no applicable Drawing Code, then the Code must be "0000"		
78	[CSI Code] - [bracketed option] selected Pre-Award – if selected, identify all activities with its respective Specification Section number. Activities must not belong to more than one Section number. If an activity does not have an applicable CSI Code (e.g. Mobilize), the code must be "0000"		
79	[ADDITIONAL ACTIVITY CODES] – [bracketed option] selected Pre-Award – up to five (5) can be added by the Contracting Officer (1) (2) (3) (4) (5)		
80	Responsibility Codes identifying the business names of the prime contractor and all subcontractors (when known) responsible for completing the task are defined for each activity in the project. All activities assigned as GOVT responsibility are well defined and have been discussed with the administering FEAD/ROICC/OICC office's project team		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
	DESCRIPTION AND DURATION		
81	P6 Activity Names adequately define work scope. Each activity should be unique and not require depending on any WBS or activity code breakdowns to identify where the scope of work exists.		
82	No on-site construction activity has a duration greater than 20 working days		
83	Work-in-Place percent complete for partially completed activities are easy to determine/verify. Each activity should be unique and not require depending on any WBS or activity code breakdowns to identify where the scope of work exists.		
	SCHEDULE LOGIC		
84	Lead or lag logic are not used without Contracting Officer prior approval		
85	Activities have no open start or finish (dangling) relationship logic		
86	Minimize Redundant relationship ties to only those determined necessary		
	CONTRACT MILESTONE ACTIVITIES		
87	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)		
88	Project Start Date Milestone is shown		
89	Design Completion Milestone (for all Design Build only)		
90	Post-Award Kickoff (PAK) Meeting Milestone		
91	Pre-Construction Meeting Milestone – (for DBB)		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
92	Preconstruction Submittals Finish Milestone		
93	Contractor Mobilization Finish Milestone		
94	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone(s) is/are shown		
95	Substantial Completion Milestone is shown		
96	DD-1354 Finish Milestone(s) is/are shown		
97	Projected Completion Milestone is shown & assigned to a 7-day Calendar		
98	Contract Completion Date Milestone is shown & assigned to a 7-day Calendar		
99	Additional Milestones – up to five additional Milestones can be required by the Contracting Officer: (1) (2) (3) (4) (5)		
ACTIVITIES ASSIGNED GOVERNMENT RESPONSIBILITY FOR COMPLETING			
100	Responsibility for completing the activity is correctly assigned to the Government		
101	Durations comply with contract requirements – for Activities assigned GOVT responsibility - Also, refer to UFGS 01 33 00 and UFGS 01 33 10		
LONGEST PATH			
102	Government activities are placed appropriately within the logic stream		
103	The Longest Path are activities that are expected to drive project completion		

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ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
104	The Longest Path shows reasonable workflow and sequencing		
105	There are no time gaps between activities on the Longest Path		
	COST LOADING		
106	The total cost budget equals the contract value		
107	Activities that should have a cost budget are cost loaded		
108	Budget $ are equitably spread throughout the Project – Not Artificially Front End Loaded		
109	Anomalies in monthly & cumulative Budged Cost distribution are explainable		
110	GOVT activities shall have ZERO cost assigned		
111	Value of Commissioning, Testing & Closeout is not less than _____ percent of Procurement/Construction cost (UFGS default is 10%)		

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Contractor Comments:

I, _____ (Name) , Designated Project Scheduler certify that the attached checklist is accurately completed, and that this schedule accurately represents contractor's plan of how work will be accomplished as of the above data date, will be used to plan and track progress up to next schedule update, and is contract compliant.

Designated Project Scheduler certification signature:

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Government Review Comments: