

# Monthly 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 MMY):	
Data Date:	
Contract Award Date:	
Current Contract Duration (calendar days):	
Current Contract Completion Date (CCD):	
Anticipated Project Completion Date (PCD):	(with            days TF)
Current Interim or Phased Completion Contract Dates (if specified):	
Current Total Contract Award (\$):	
Value of Completed Performance (\$):	(            %)

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b>REPORTS SUBMITTED</b>			
1	Monthly Network Analysis Update Meeting Minutes		
2	NAS 11x17 PDF Monthly Update		
3	NAS 11x17 PDF Monthly Update compared to Previous Schedule		
4	P6 xer native file, version match or earlier than GOV		
5	P6-created Scheduling Log Report		
6	Narrative Report		
7	Earned Value Report		
8	Schedule Variance Control (SVC) Diagram “Cash Flow S-Curves”		
9	NAS 11x17 PDF Longest Path next 60d		
10	KTR Monthly Update Schedule Review Checklist, Complete & Accurate		
11	Screen Shot of Time Periods established in P6 – see Checklist Item 57		
12	Screen Shot of Earned Value Settings - see Checklist Item 54		
13	Daily Reported Activity Excel Monthly Summary Report [bracketed option] selected Pre-Award		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b>SOFTWARE</b>			
14	Oracle Primavera P6 software was used to create schedule		
<b>GENERAL SCHEDULE INFORMATION (REFERENCE P6 SCHEDULING/LEVELING REPORT)</b>			
15	Run P6 Schedule function prior to exporting project		
16	Verify/Remove POBS from P6 export file prior to submission		
17	The Data Date has been updated to reflect current reporting period and is compliant with the agreed upon date of submittal per the required Preliminary Scheduling Meeting		
18	As-built work in place; dates, durations, calendars, and sequences are updated to accurately represent activity that occurred prior to the Data Date and match actual dates in the Contractor's required Daily QC and/or Production Reports		
19	Out-of-sequence activities are eliminated by revising logic relationships to represent actual or revised plan		
20	Any as-built delays are clearly shown in schedule, notified to Contracting Officer and fully described in Narrative Report		
21	Activities have been progressed accurately by manually updating Actual Start, Actual Finish, Physical Percent Complete and Remaining Duration.		
22	Activity Actual Start Date is assigned when work begins on activity with intent to pursue work represented by activity toward substantial completion.		
23	Activity Actual Finish Date assigned when work is substantially complete to point that successor activity(s) may begin.		
24	Scheduled Activity dates, durations and sequence correspond to other related contemporaneous documents (e.g. 3-week Look Ahead Schedule, Contractor's Daily QC and Daily Production Reports, etc.).		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
25	Activities for all executed modification(s) issued prior to the data date have been incorporated and are consistent with cost loading and fragnet(s) submitted and agreed to if applicable ( <i>also include and fully describe in Narrative Report</i> ).		
26	If projected completion is after CCD, contractor has identified and explained in Narrative Report.		
27	If projected completion is after CCD, contractor has submitted a delay-mitigation plan or TIA for delays.		
28	There is no progress beyond the data date		
29	Project phasing is current and up to date (if applicable)		
30	Critical activities are defined as those activities on the Longest Path		
31	Retained Logic is used when scheduling progressed activities		
32	All Constraints are Contractually defined		
33	The only activity/milestone without predecessor(s) is the Contract Award Date start milestone		
34	The only activity/milestone without successor(s) is the Contract Completion Date (CCD) finish milestone		
<b>PROJECT REQUIREMENTS AND SETTINGS</b>			
<b>SCHEDULE DATES (P6 PROJECTS WINDOW – DATES TAB)</b>			
35	The project Must Finish By date is set to the current CCD		
36	The Must Finish By Time is set to 5pm		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b><i>DEFAULTS – FOR ANY ADDED ACTIVITIES IN THE FUTURE (P6 PROJECTS WINDOW – DEFAULTS TAB)</i></b>			
37	Duration Type is set to Fixed Duration & Units		
38	Percent Complete Type is set to Physical		
39	Activity Type is set to Task Dependent		
40	The default Project Calendar is used that was discussed, determined and mutually agreed upon at the required Preliminary Scheduling Meeting		
<b><i>SETTINGS - FOR ACTIVITIES ALREADY PRESENT IN THE SCHEDULE (NOTE: ITEMS 39 THROUGH 41 BELOW WILL BE CHECKED BY NAVFAC USING A FILTER FOR EACH)</i></b>			
41	Activity Type is set to Task Dependent for ALL activities – Level of Effort Activity Type is NOT allowed.		
42	Duration Type is set to Fixed Duration & Units for ALL activities		
43	Percent Complete Type is set to Physical Percent Complete for ALL activities		
<b><i>CALCULATIONS (P6 PROJECTS WINDOW – CALCULATIONS TAB)</i></b>			
44	Price/Unit is set to \$1/h		
45	Activity percent complete based on activity steps is checked		
46	Link budget and at completion for not started activities is checked		
47	Reset Remaining Duration and Units to Original is selected		
48	Subtract Actual from At Completion is selected		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
49	Recalculate Actual Units and Cost when duration % complete changes is checked		
50	Update units when costs change on resource assignments is <b>unchecked</b>		
51	Link Actual and Actual This Period Units and Cost is checked		
<b><i>EARNED VALUE - (P6 WBS WINDOW – EARNED VALUE TAB)</i></b>			
<b><i>TECHNIQUE FOR COMPUTING PERFORMANCE PERCENT COMPLETE</i></b>			
52	Activity percent complete is selected		
<b><i>TECHNIQUE FOR COMPUTING ESTIMATE TO COMPLETE (ETC)</i></b>			
53	PF = 1 is selected		
<b><i>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</i></b>			
54	Technique for computing performance percent complete: “Activity % Complete” is selected		
55	Technique for computing Estimate to Complete: “PF – 1” is selected		
56	Earned value calculation – when calculation earned value from a baseline use - “Budgeted values with current dates” is selected		
<b><i>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)</i></b>			
57	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		
58	“Use assigned calendar to specify the number of work hours for each time period” is checked		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b>PROJECT CALENDARS</b>			
<b>STANDARD CALENDARS</b>			
59	All project Calendar(s) are defined at the Project level		
60	All NAS activities must be assigned to one of the Project-level Calendars established for the Project		
61	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 (Note: must comply with UFGS 01 14 00 – Working Hours)		
62	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 (Note: must comply with UFGS 01 14 00 – Working Hours)		
63	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 (Note: must comply with UFGS 01 14 00 – Working Hours)		
64	Calendars outside of normal working hours defined and used only with Contracting Officer prior approval – agreed upon at the required Preliminary Scheduling Meeting - 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)		
65	Total work hours/day for all defined calendars is set to 8 - Note: must comply with UFGS 01 14 00 – Working Hours)		
66	[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 - (Note: must comply with UFGS 01 14 00 – Working Hours)		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW								
67	Calendars are correctly assigned to activities										
<b>WEATHER CALENDARS</b>											
MONTHLY ANTICIPATED ADVERSE WEATHER NONWORK DAY(S)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
68	A Project level Weather Calendar is defined – use “Weather” in the name										
69	Anticipated non-work days due to adverse weather are assigned to normal workdays (Not assigned to non-working days).										
70	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]										
71	If the project is in Australia, Diego Garcia, Guam, Hawaii, Japan, Korea or other Pacific Islands, then the Weather Calendars created by NAVFAC Pacific are used										
72	The Weather Calendar is assigned to activities that could be delayed by adverse weather										
<b>SPECIAL CALENDARS</b>											
MONTHLY ANTICIPATED RESTRICTED DELAYS (AS REQUIRED)											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW									
MONTHLY SPECIAL CALENDAR NONWORK DAYS (AS REQUIRED)												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
73	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											
<b>WORK BREAKDOWN STRUCTURE (WBS)</b>												
74	Required WBS sections established w/ activities & milestones within appropriate WBS elements											
75	Project Milestones (1) Management Milestones (2) Project Administrative Meetings (3) Permits (4) Design Phase (if DB) (5) Submittals and Reviews (if DB)											
76	Pre-Construction Phase (1) Submittals and Reviews (2) Procurement (3) Mobilization											
77	Construction Phase (1) General Area a. Type of Work Item i. Location											
78	Project Closeout – including but not limited to: (1) Punchlist (2) Demobilization (3) O&M (4) As-built Drawings (5) Training (6) As-built NAS											
79	Modifications (1) Conformed Modifications (2) Non-Conformed Modifications											

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
80	Removed Activities		
81	Commissioning & Testing (if Section 01 91 00.25 is included) (1) Specific area/locations of commissioning (2) Final Testing (3) Training		
<b>ACTIVITY CODES</b>			
82	Activity Codes are established at the Project Level		
83	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project		
84	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		
85	[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"		
86	[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"		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
87	[ADDITIONAL ACTIVITY CODES] – [bracketed option] selected Pre-Award – up to five (5) can be added by the Contracting Officer (1) (2) (3) (4) (5)		
88	As-built calendars each month to reflect actual days where work was impacted by weather and where work was not impacted by weather		
89	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		
<b>DESCRIPTION AND DURATION</b>			
90	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.		
91	No on-site construction activity has a duration greater than 20 working days		
92	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.		
<b>SCHEDULE LOGIC</b>			
93	Lead or lag logic are not used without Contracting Officer prior approval		
94	Activities have no open start or finish (dangling) relationship logic		
95	Minimize Redundant relationships ties to only those determined necessary		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b>CONTRACT MILESTONE ACTIVITIES</b>			
96	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)		
97	Project Start Date Milestone is shown		
98	Design Completion Milestone (for all Design Build only)		
99	Post-Award Kickoff (PAK) Meeting Milestone		
100	Pre-Construction Meeting Milestone – (for DBB)		
101	Preconstruction Submittals Finish Milestone		
102	Contractor Mobilization Finish Milestone		
103	NAVFAC Red Zone - Facility Turnover Planning Meeting Milestone(s) is/are shown		
104	Substantial Completion Milestone is shown		
105	DD-1354 Finish Milestone(s) is/are shown		
106	Projected Completion Milestone is shown & assigned to a 7-day Calendar		
107	Contract Completion Date Milestone is shown & assigned to a 7-day Calendar		
108	Additional Milestones – up to five additional Milestones can be required by the Contracting Officer: (1) (2) (3) (4) (5)		

# Monthly Project Schedule Review Checklist – January 2025

ITEM	DESCRIPTION	CONTRACTOR CERTIFICATION	GOV REVIEW
<b>ACTIVITIES ASSIGNED GOVERNMENT RESPONSIBILITY FOR COMPLETING</b>			
109	Responsibility for completing the activity is correctly assigned to the Government		
110	Durations comply with contract requirements – for Activities assigned GOVT responsibility - Also, refer to UFGS 01 33 00 and UFGS 01 33 10		
<b>LONGEST PATH</b>			
111	Government activities are placed appropriately within the logic stream		
112	The Longest Path are activities that are expected to drive project completion		
113	The Longest Path shows reasonable workflow and sequencing		
114	There are no time gaps between activities on the Longest Path		
<b>COST LOADING</b>			
115	The total cost budget equals the contract value		
116	Activities that should have a cost budget are cost loaded		
117	Budget \$ are equitably spread throughout the Project – Not Artificially Front End Loaded		
118	Anomalies in actual earnings, monthly and cumulative Budgeted Cost distribution are explainable by Contractor		
119	GOVT activities shall have ZERO cost assigned		
120	Value of Commissioning, Testing & Closeout is not less than _____ percent of Procurement/Construction cost		

# Monthly Project Schedule Review Checklist – January 2025

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:

# Monthly Project Schedule Review Checklist – January 2025

Government Review Comments: