

Initial Project Schedule (IPS) Review Worksheet

Project Name: _____ Contract No.: _____

Contractor: _____ Contractor Scheduler: _____

NAVFAC IPS Reviewer: _____

Primavera Project ID: _____ Primavera Project Name: _____

NTP: _____ Contract Completion Date (CCD): _____

Interim or Phased Completion Contract Dates (if specified): _____

Total Contract Award: \$ _____

ITM	DESCRIPTION	Y	N
IPS REPORTING & SOFTWARE (Manual – Page 47 – Section 2.4.1)			
Reports Submitted			
1	P6 Project import file in Primavera Project Manager (.XER) 8.2 export file format. (KTR) Spec 1.4		
2	Narrative Report Spec 1.6.4.b		
3	Network Diagram (Schedule) Spec 1.6.1		
4	Earned Value Report (If schedule cost loading specified) Spec 1.6.4.c		
5	S-Curves (If schedule cost loading specified) Spec 1.6.4.d		
6	All required submittals are provided by the contractor Spec 1.6.4 & 1.7		
Software			
7	P6 was used to prepare the schedule (KTR) Spec 1.4		
GENERAL SCHEDULE INFORMATION (Run Primavera Schedule Report/Log) (Manual – Page 47 – Section 2.4.2)			
8	Start and Finish dates did not change after scheduling the project		
9	Retained Logic is used when scheduling progressed activities Spec 1.6.3.c		
10	Critical activities defined as Total Float less than or equal to 0 Spec 1.6.3.d.7		
11	No activities have started or are in progress Spec 1.3.a		
12	All Constraints are Contractually defined Spec 1.6.3.a		
13	The only activity without predecessor(s) is the activity with the earliest start date Spec 1.6.2		
14	The only activity without successor(s) is the activity with the latest finish date Spec 1.6.2		
15	The Data Date matches the Earliest Early Start Date		
16	The Latest Early Finish Date is on or before the Contract Completion Date (CCD)		
17	No more than 20% of the activities are Critical or Near Critical; Activities with Total Float less than 14 working days are Near Critical Spec 1.6.2		
PROJECT REQUIREMENTS AND SETTINGS			
Schedule Dates (Manual – Page 51 – Section 2.4.3)			
18	The project Must Finish By date is set to the current CCD Spec 1.6.3.d.4		
19	The Must Finish By Time is set to 5pm		
Defaults (Manual – Page 52 – Section 2.4.3) Spec 1.6.3.d.5			
20	Duration Type is set to Fixed Duration & Units Spec 1.6.3.d.5.a		

Initial Project Schedule (IPS) Review Worksheet

Project Name: _____

Contract No.: _____

21	Percent Complete Type is set to Physical <i>Spec 1.6.3.d.5.b</i>		
22	Activity Type is set to Task Dependent <i>Spec 1.6.3.d.5.c</i> (also <i>Spec 1.6.3.c</i>)		
23	The default Project Calendar reflects Sat, Sun & all Fed Holidays as non-work days <i>Spec 1.6.3.d.5.d</i>		
Settings (Manual – Page 54 – Section 2.4.3) <i>Spec 1.6.3.d.7</i>			
24	Total Float less than or equal to 0 defines critical activity <i>Spec 1.6.3.d.7</i>		
Calculations (Manual – Page 54 – Section 2.4.3) <i>Spec 1.6.3.d.6</i>			
25	Price/Unit is set to \$1/h <i>Spec 1.6.3.d.6.f</i>		
26	Activity percent complete based on activity steps is checked <i>Spec 1.6.3.d.6.a</i>		
27	Reset Remaining Duration and Units to Original is selected <i>Spec 1.6.3.d.6.b</i>		
28	Subtract Actual from At Completion is selected <i>Spec 1.6.3.d.6.c</i>		
29	Recalculate Actual Units and Cost when duration % complete changes is checked <i>Spec 1.6.3.d.6.d</i>		
30	Update units when costs change on resource assignments is unchecked <i>Spec 1.6.3.d.6.g</i>		
31	Link Actual and Actual This Period Units and Cost is checked <i>Spec 1.6.3.d.6.e</i>		
Earned Value (Manual – Page 55 – Section 2.4.4) <i>Spec 1.6.3.d.8</i>			
Technique For Computing Performance Percent Complete			
32	Activity percent complete is selected <i>Spec 1.6.3.d.8.a</i>		
Technique For Computing Estimate To Complete (ETC)			
33	PF = 1 is selected <i>Spec 1.6.3.d.8.b</i>		
Hours Per Time Period (Manual – Page 56 – Section 2.4.5) <i>Spec 1.6.3.d.2</i>			
34	Verified with the contractor that the Time Periods established for P6 on the computer the project was created and maintained are set to 8.0 Hours/Day, 40.0 Hours/Week, 172.0 Hours/Month and 2000.0 Hours/Year <i>Spec 1.6.3.d.2.a</i>		
35	Time Periods established for P6 on the Government computer matches the Time Periods established on the contractor computer – <i>See Manual Page 56 – Section 2.4.5</i>		
36	“Use assigned calendar to specify the number of work hours for each time period” is checked <i>Spec 1.6.3.d.2.b</i>		
Project Calendars (Manual – Page 57 – Section 2.4.6) <i>Spec 1.6.2.1.4 & Spec 1.6.3.d.5.d</i>			
Standard Calendars			
37	Calendar(s) are defined at the Project level <i>Spec 1.6.3.d.1</i>		
38	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 <i>Spec 1.6.2.1.4</i>		
39	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 <i>Spec 1.6.2.1.4</i>		
40	A 7-day workweek calendar may be defined for the project. If defined, it establishes Saturdays, Sundays and all Federal Holidays as workdays <i>Spec 1.6.2.1.4</i>		
41	Total work hours/day for all defined calendars is set to 8 <i>Spec 1.6.3.d.2.a</i>		
42	Standard Calendars are correctly assigned to activities – <i>you can create/use a filter or column</i>		

Initial Project Schedule (IPS) Review Worksheet

Project Name: _____

Contract No.: _____

Weather Calendars <i>Spec 1.6.2.4</i>		
43	A Project level Weather Calendar is defined <i>Spec 1.6.2.4</i>	
44	The weather calendar is based on the Standard (5/6/7) -Day Workweek Calendar(s) <i>Spec 1.6.2.4</i>	
45	Anticipated non-work days due to adverse weather are assigned to normal workdays (<i>think "lost work day due to weather"</i>) – <i>cannot be assigned to non-work days</i>	
46	The approved number of anticipated non-work days per month due to adverse weather is assigned <i>Spec 1.6.2.4 – suggest using bracketed chart in Spec 1.6.2.4</i>	
47	The Weather Calendar is assigned to activities that could be delayed by adverse weather <i>Spec 1.6.2.4 - you can create/use a filter or column</i>	
Special Calendars		
48	Special Calendar(s) defined for the project are properly set-up at the Project level	
49	Special Calendar(s) are correctly assigned to activities - <i>you can create/use a filter or column</i>	
ACTIVITY CODES (Manual – Page 65 – Section 2.4.7)		
50	Activity Codes are established at the Project Level <i>Spec 1.6.3.d.1</i>	
51	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project <i>Spec 1.6.2.3.1</i>	
52	Responsibility Codes identifying the party responsible for completing the task must be defined for each activity in the project <i>Spec 1.6.2.3.2</i>	
ACTIVITY DATA, SETTINGS AND ASSIGNMENTS		
Activity Detail (Manual – Page 67 – Section 2.4.8) Spec 1.6.3.d.5		
53	Activity Type is set to Task Dependent for all activities <i>Spec 1.6.3.d.5.c USE FILTER YOU CREATED</i>	
54	Duration Type is set to Fixed Duration & Units for all activities <i>Spec 1.6.3.d.5.a USE FILTER YOU CREATED</i>	
55	Percent (%) Complete Type is set to Physical for all activities <i>Spec 1.6.3.d.5.b USE FILTER YOU CREATED</i>	
56	Calendars are correctly assigned to activities <i>you can create/use a filter or column</i>	
Description and Duration (Manual – Page 70 – Section 2.4.9)		
57	Activity Descriptions adequately define work scope " <i>Sanity Check</i> " – <i>your knowledge/experience</i>	
58	Original activity durations are reasonable " <i>Sanity Check</i> " – <i>your knowledge/experience</i>	
59	No on-site construction activity has a duration greater than 20 working days <i>Spec 1.6.2.1.4 USE FILTER YOU CREATED</i>	
60	Remaining Durations for partially completed activities can be accurately determined at any given point in time	
61	Actual Activity Start and Finish dates will be easy to determine/verify " <i>Sanity Check</i> " – <i>your knowledge/experience</i>	
62	Work-in-Place percent complete for partially completed activities will be easy to determine/verify " <i>Sanity Check</i> " – <i>your knowledge/experience</i>	
Schedule Logic (Manual – Page 72)		
63	No Negative Lags (INFORM KTR) – USE REPORT YOU CREATED	
64	Finish-To-Start relationships are all assigned 0 Lag (INFORM KTR) – USE REPORT YOU CREATED	

Initial Project Schedule (IPS) Review Worksheet

Project Name: _____

Contract No.: _____

Contract Milestone Activities (Manual – Page 81 – Section 2.4.10) Spec 1.6.2.2 (USE MILESTONE FILTER)		
65	Interim or Phased Completion Milestone Activity dates match Contract dates (if specified)	
66	Project Start Date Milestone is shown - <i>Spec 1.6.2.2.1 (USE MILESTONE FILTER)</i>	
67	Facility Turnover Planning Meeting Milestone is shown - <i>Spec 1.6.2.2.2 (USE MILESTONE FILTER)</i>	
68	Substantial Completion Milestone is shown- <i>Spec 1.6.2.2.3 (USE MILESTONE FILTER)</i>	
69	Projected Completion Milestone is shown - <i>Spec 1.6.2.2.4 (USE MILESTONE FILTER)</i>	
70	Contract Completion Date Milestone is shown - <i>Spec 1.6.2.2.5 (USE MILESTONE FILTER)</i>	
Activities Assigned Government Responsibility For Completing (Manual – Page 82 – Section 2.4.11)		
70	Responsibility for completing the activity is correctly assigned to the Government <i>Spec 1.6.2.1.2</i>	
71	Durations comply with contract requirements – <i>for Activities assigned GOVT responsibility</i>	
Longest Path (Manual – Page 84 – Section 2.4.12)		
72	Government activities are not arbitrarily placed on the Longest Path – <i>your knowledge/experience</i>	
73	The Longest Path is made up of activities that you expect to drive project completion – <i>your knowledge/experience</i>	
74	The Longest Path shows reasonable work flow and sequencing – <i>your knowledge/experience</i>	
75	There are no time gaps between activities on the Longest Path – <i>your knowledge/experience</i>	
COST LOADING (Manual – Page 85 – Section 2.4.13) Spec 1.6.2.6.1		
76	The total cost budget equals the contract value	
77	Activities that should have a cost budget are cost loaded – <i>your knowledge/experience</i>	
78	Budget \$ are equitably spread throughout the Project – Not Front End Loaded – (USE S-CURVE AND COLUMNS)	
79	Anomalies in monthly and cumulative Budgeted Cost distribution are explainable – <i>your knowledge/experience</i>	
AFTER APPROVING THE BASELINE SCHEDULE:		
80	Print S-Curve from APPROVED Baseline Schedule – at least 11x17 – in color – KEEP IT HANDY!	
81	Print next 30 days Longest Path	
82	Print next 30 days Total Float Less Than or Equal to 5 days	