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

Initial Project Schedule (IPS) Review Worksheet

Project Name: _____ Contract No.: _____

Weather Calendars *Spec 1.6.2.4*			
43	A Project level Weather Calendar is defined *Spec 1.6.2.4*		
44	The weather calendar is based on the Standard (5/6/7) -Day Workweek Calendar(s) *Spec 1.6.2.4*		
45	Anticipated non-work days due to adverse weather are assigned to normal workdays *(think "lost work day due to weather") – cannot be assigned to non-work days*		
46	The approved number of anticipated non-work days per month due to adverse weather is assigned *Spec 1.6.2.4 – suggest using bracketed chart in Spec 1.6.2.4*		
47	The Weather Calendar is assigned to activities that could be delayed by adverse weather *Spec 1.6.2.4* - ***you can create/use a filter or column***		
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 - ***you can create/use a filter or column***		
ACTIVITY CODES *(Manual – Page 65 – Section 2.4.7)*			
50	Activity Codes are established at the Project Level *Spec 1.6.3.d.1*		
51	As a minimum, Activity Codes identified in the scheduling specification and/or established by the Contracting Officer are defined for the project *Spec 1.6.2.3.1*		
52	Responsibility Codes identifying the party responsible for completing the task must be defined for each activity in the project *Spec 1.6.2.3.2*		
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 *Spec 1.6.3.d.5.c* ***USE FILTER YOU CREATED***		
54	Duration Type is set to ***Fixed Duration & Units*** for all activities *Spec 1.6.3.d.5.a* ***USE FILTER YOU CREATED***		
55	Percent (%) Complete Type is set to ***Physical*** for all activities *Spec 1.6.3.d.5.b* ***USE FILTER YOU CREATED***		
56	Calendars are correctly assigned to activities ***you can create/use a filter or column***		
Description and Duration (Manual – Page 70 – Section 2.4.9)			
57	Activity Descriptions adequately define work scope *"Sanity Check" – your knowledge/experience*		
58	Original activity durations are reasonable *"Sanity Check" – your knowledge/experience*		
59	No on-site construction activity has a duration greater than 20 working days *Spec 1.6.2.1.4* ***USE FILTER YOU CREATED***		
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 *"Sanity Check" – your knowledge/experience*		
62	Work-in-Place percent complete for partially completed activities will be easy to determine/verify *"Sanity Check" – your knowledge/experience*		
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 - *Spec 1.6.2.2.1* ***(USE MILESTONE FILTER)***		
67	Facility Turnover Planning Meeting Milestone is shown - *Spec 1.6.2.2.2* ***(USE MILESTONE FILTER)***		
68	Substantial Completion Milestone is shown- *Spec 1.6.2.2.3* ***(USE MILESTONE FILTER)***		
69	Projected Completion Milestone is shown - *Spec 1.6.2.2.4* ***(USE MILESTONE FILTER)***		
70	Contract Completion Date Milestone is shown - *Spec 1.6.2.2.5* ***(USE MILESTONE FILTER)***		
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 *Spec 1.6.2.1.2*		
71	Durations comply with contract requirements – *for Activities assigned GOVT responsibility*		
Longest Path (Manual – Page 84 – Section 2.4.12)			
72	Government activities are not arbitrarily placed on the Longest Path – *your knowledge/experience*		
73	The Longest Path is made up of activities that you expect to drive project completion – *your knowledge/experience*		
74	The Longest Path shows reasonable work flow and sequencing – *your knowledge/experience*		
75	There are no time gaps between activities on the Longest Path – *your knowledge/experience*		
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 – *your knowledge/experience*		
78	Budget $ are equitably spread throughout the Project – Not Front End Loaded – ***(USE S-CURVE AND COLUMNS)***		
79	Anomalies in monthly and cumulative Budged Cost distribution are explainable – *your knowledge/experience*		
	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**		