

Baseline Schedule Checklist

A checklist is an important and helpful tool to use when reviewing a baseline schedule. This checklist can be used to ensure that you have addressed all of the important items that should be considered.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- Documentation
- Key Dates and Milestones
- Example Milestones
- Calendars

Documentation

- Has a network diagram been submitted?
- Have two copies of schedule reports been submitted including:
 - Predecessor/successor report that includes activities shown on the contract schedule listed in order of ascending activity numbers with the associated predecessor and successor activity numbers?
 - Narrative that is descriptive and clear?
- Is the schedule's file naming convention correct and per the specification?

Key Dates and Milestones

- What is the schedule's start date?**
- What is the contract completion date or number of days specified in the contract?**
 - Does the schedule extend beyond the number of working days or contract completion date originally provided in the contract?
- Are there contract intermediate completion dates?**

Example Milestones

- Some example milestones include the following:**
 - Mobilization
 - Excavation/backfill – start and completion
 - Grading – start and completion
 - Drainage – start and completion
 - Structures – start and completion
 - Paving– start and completion
 - Substantial work completion
 - Final inspection
 - Punch list completion

Calendars

- Are calendars properly assigned to activities?**
 - Are calendar day durations assigned to activities?

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And does it include:

- The proposed number of work days per week?
- The holidays to be observed during the life of the contract (by day, month, and year)?
- The planned number of shifts per day?
- The number of hours per shift?