

Narrative 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

- **Schedule Specifics**
- **Activity Details**
- **Additional Factors**

Schedule Specifics

- Is the schedule sufficiently detailed to make it useful?**
 - Are activity IDs unique?
 - Are activity descriptions specific, discreet, and non-repetitive?
 - Are original durations included as a column on the schedule?
 - Is a total float column included?
 - Does the schedule contain early start/early finish columns?
 - Does the schedule contain a percent complete column?
 - Has a cash flow curve been provided?

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Activity Details

- Does the schedule include procurement, fabrication, and delivery dates for major items included as activities?
- Are the activities on the path of a significant nature?
- Are all activities identified by the party responsible to perform the work?
- Are activity durations reasonable?
- Are calendar day durations assigned to activities?
- Are activity relationships valid and complete?
 - Is the work flow logical?
 - Are there any apparent discontinuities?
- Are there conflicts between concurrent activities?
- Are schedule activities coordinated with other subcontractors' schedules?
- Are activities scheduled to be performed out of season?
- Does the schedule include activities for deliverables and reviews?
 - Are they sufficiently detailed?

Additional Factors

- Is the critical path reasonable?
- During peak construction, is the schedule too ambitious (too much work at one time)?
- Does the schedule reflect the utility adjustment schedules included in the contract documents?
- Does the baseline schedule include any completed work to date?

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- Does the schedule contain a well-defined, logic-driven network?
- Is the schedule resource- and cost-loaded per activity?