

# Initial Project Schedule (IPS) Development

## General Worksheet for Contractors

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### Contract Documents

1. Project Schedule Tech Spec 01 32 01.00 10
2. Solicitation, Offer & Award SF1442 (Total Contract Value & Bid Items/Clins, Project Duration, Scope, Contractual Dates)
3. Letters: NTP Acknowledgement Letter (NTP = Contractor Acknowledgement Date) & Project Completion Letter (CCD)

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### Contract Data needed for IPS development

1. Notice to Proceed (NTP), Contract Duration, Contract Completion Date (CCD)
2. Other Contractual Dates Defined (Interim or Phased Dates as specifically defined in the contract)
3. Contract Schedule of Values (SOV) \$ for Total Contract and by CLIN/Bid Item
4. Scope, Mandatory Tasks, Critical Dates etc.
5. Specific Submittal Review/Approval durations, Close Out As-built \$ requirements, Commissioning, Design etc.

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### IPS Submission Requirements

#### CDs (2 ea):

- Electronic Schedule File** in Backup Format (XER or PRX), Unique File Names every file
- Opened / Imported Successfully

#### Hard Copies (2 ea):

- Narrative Report** (Description of Activities on the 2 most Critical Paths, Problem Areas or Delaying factors or Impacts & Corrective Action)
- Network Diagram / Schedule**
- Activity Report** (sorted by Activity ID)
- Logic Report** (Predecessor & Successor Listing in ascending order by Activity ID)
- Total Float Report** (Incomplete Activities Listed by TF in ascending order of ES)
- Earnings Report** (Act ID, Activity Description, Original Budget \$, Qty to Date, %Complete based on cost, Earnings to Date)
- S-Curves** (Projected early and late earnings and earnings to date)
- Subcontract Value Report** (\$ Value by Subcontract) – submitted as attachment (same as information required for input into QCS/RMS)

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### General Schedule Review

1. **Data Date** – Equals the NTP date and the schedule has no Progress
2. **NTP Milestone** - Equal to contract NTP acknowledgement date with a Early Start (Start on or After) Constraint
3. **CCD Milestone** - Equal to the contract CCD with a Late Finish (Finish on or Before) Constraint.
4. **Other Contractual Dates** – Only NTP & CCD constraints allowed unless interim dates defined in contract.
5. **Mechanics** - Retained Logic (not Progress Override), Remaining Duration & % Complete Not Linked
6. **Critical Activities** defined as Longest Path, passes common sense test
7. **Logic** - No Open Ends, No Out-of-Sequence Logic (Run Schedule Report!)
8. **Mandatory Tasks** - Submission & Approval: Design Pkgs, Permits, TAB, Testing, As-builts/LEED, O&Ms, Commissioning, Prefinal, Punchlists, Final Inspections etc.
9. **Preconstruction Submittal & Review/Approval Activities** - Health & Safety, Accident Prevention, Traffic Control, Environmental, Sampling & Analysis, SWPPP, IPS, QC, Site, Temp Utilities
10. **Descriptions** - Activity Descriptions are all Unique and adequately describe work scope detail
11. **Level of Detail** – Number of activities reasonable to define & control work
12. **Durations** - Reasonable length, no excessive durations, realistic to perform & progress work
13. **Lags** - No Negative Lags, No excessive Lags (must be real and not to force logic)
14. **Materials** - Activities (Long Lead, Procurement, Fab/Deliver, address Stored Materials vs. install activities)
15. **Calendars** – realistic, use for seasonal restrictions, holidays (P6 develop as “Project” Calendars not Global)
16. **Activity Coding** – Use structure defined in the Standard Data Exchange Format (SDEF).  
(P6: develop as “Project” Activity Codes not Global)

WRKP	Workers Per Day	(Length = 3)	BIDI	Bid Item (CLIN)	(Length 6)
RESP	Responsible Party	(Length = 4)	PHAS	Phase of Work	(Length 2)
AREA	Area of Work	(Length = 4)	CATW	Category of Work	(Length 1)
MODF	Modification Number	(Length = 6)	FOW	Feature of Work	(Length 10+)
17. **Schedule of Values / Budgets** – The Total Contract \$ & IPS \$ must match including each BIDI/Clin, Values reasonable, not too much scope on one activity, OH/markup equitably spread. Close Out Activities have & contract req. Not front end loaded. (Summary Report by BIDI to check \$ match contract values & BIDI/Clins)
18. **Additional Primavera P6 USACE Requirements** (see reference material and/or Tech Spec Addendum)

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*Note: This Worksheet is intended for general reference only and should not be considered all inclusive of contract requirements.*