

SECTION 01 32 16 – CONSTRUCTION PROGRESS SCHEDULE**PART 1 – GENERAL**

1.01 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for the preparation, submittal, and maintenance of the Progress Schedule, reporting progress of the Work, and Contract Time adjustments, including the following:
1. Format
 2. Content
 3. Revisions to schedules
 4. Submittals
 5. Distribution
- B. Refer to the General Conditions and the Agreement for definitions and specific dates of Contract Time.
- C. The above listed Project schedules shall be used for evaluating all issues related to time for this Contract. The Project schedules shall be updated in accordance with the requirements of this Section to reflect the actual progress of the Work and the Contractor's current plan for the timely completion of the Work. The Project schedules shall be used by the Owner and Contractor for the following purposes as well as any other purpose where the issue of time is relevant:
1. To communicate to the Owner the Contractor's current plan for carrying out the Work;
 2. To identify work paths that are critical to the timely completion of the Work;
 3. To identify upcoming activities on the Critical Path(s);
 4. To evaluate the best course of action for mitigating the impact of unforeseen events;
 5. As the basis for analyzing the time impact of changes in the Work;
 6. As a reference in determining the cost associated with increases or decreases in the Work;
 7. To identify when submittals will be submitted;
 8. To prioritize the review of submittals;
 9. To document the actual progress of the Work;
 10. To evaluate resource requirements of the Contractor and the Owner;
 11. To integrate the Work with the operational requirements of the Owner's facilities;
 12. To facilitate efforts to complete the Work in a timely manner;
 13. To document the history of the Work.

1.02 RELATED SECTIONS

- A. Section 01 10 00
- B. Section 01 22 00
- C. Section 01 33 00
- D. Section 01 40 00

1.03 DEFINITIONS

- A. Construction Schedule: A method of planning and scheduling a construction Project utilizing a horizontal bar chart with a separate bar for each major portion of the Work or operation to make the schedule an effective tool for planning and monitoring the progress of the Work.
- B. Critical Path: The longest continuous chain of activities through the network at a given data date for the Schedule to a Contract Milestone or Contract Completion. Where the path to a specific Milestone has become negative, the Critical Path shall be the longest continuous chain of activities with the greatest amount of negative float.
- C. Activity: A discrete part of a Project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
 - 1. Critical activities are activities on the critical path.
 - 2. Predecessor activity is an activity that must be completed before a given activity can be started.
- D. Event: An event is the starting or ending point of an activity.
- E. Milestone: A key or critical point in time for reference or measurement.

1.04 PRELIMINARY SCHEDULE

- A. Preliminary Gantt schedule is to be prepared by the General Contractor and submitted to the Construction Administrator within seven (7) days of award of Contract. This schedule is to cover all items of Work from the start of the Project up to the completion of the Project. This schedule must be revised when the actual schedule of significant items varies more than one week from the proposed schedule.

1.05 CONSTRUCTION SCHEDULE FORMAT

- A. Format: Utilize a horizontal bar chart (Gantt) with a separate bar for each major portion of the Work or operation, identifying first Work day of each week.

- B. Program: Use Microsoft Project, latest version.
- C. Sequence of Listings: Utilize the Table of Contents of this Project Manual and the chronological order of the start of each item of Work.
- D. Scale and Spacing: Provide space for notations and revisions.
- E. Sheet Size: To be coordinated with Construction Administrator.

1.06 CONTENT

- A. Show complete sequence of construction by activity, with dates beginning and completion of each element of construction.
- B. Identify each item by Specification section numbers.
- C. Identify Work of separate phases and other logically grouped activities.
- D. Show accumulated percentages of completion of each item, and total percentage of Work completed, as of the first day of each month.
- E. Provide separate schedule of submittal dates for Shop Drawings, product data, and Samples, Owner/Agency furnished products and any products identified as under Allowances, and dates reviewed submittals will be required from Engineer. Indicate decision dates for selection of finishes.
- F. Indicate delivery dates for Owner/Agency furnished products and any products identified as under Allowances.
- G. Indicate critical path with original baseline indicated.

1.07 SUBMITTALS AND REVISIONS TO SCHEDULES

- A. An initial bar graph schedule is to be prepared by the General Contractor and submitted.
- B. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
- C. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
- D. Provide narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect.
- E. Schedules must be revised monthly and when the actual schedule of significant items varies more than seven (7) days from the proposed schedule.
- F. Submit revised Construction Schedules for each Application for Payment.

- G. Submit four (4) copies of the Construction Schedule.

1.08 DISTRIBUTION

- A. Distribute copies of the computer generated schedules to Engineer, Owner, other Contractors, Subcontractors, suppliers, and other concerned parties.
- B. Instruct recipients to promptly report, in writing, problem anticipated by projections indicated in schedules.

PART 2 - PRODUCTS – Not Used

PART 3 - EXECUTION – Not Used

END OF SECTION