

1 REQUIREMENTS

- .1 Ensure the Master Plan and detail schedules are practical and consistent with the specified Contract duration.
- .2 Plan to complete the Work in accordance with the prescribed milestones and time frame.
- .3 Limit activity durations to a maximum of approximately 10 working days, to allow for progress reporting.
- .4 Be advised that Award of Contract or time of beginning, rate of progress, Substantial Performance and Total Performance as defined times of completion are of the essence of this Contract.

2 SUBMITTALS

- .1 General: Make submittals according to the Conditions of the Contract and the applicable Division 01 Specification Sections.
- .2 Submit to the Consultant within 10 working days of Award of Contract a bar (GANTT) chart as a Master Plan for planning, monitoring and reporting of project progress.
- .3 Submit a Project Schedule to the Consultant within 5 working days of receipt of acceptance of the Master Plan.
- .4 Submit to the Consultant within 15 working days of Award of Contract a schedule of all required submittals, shop drawings, and mock-ups.

3 MASTER PLAN

- .1 Structure the schedule to allow orderly planning, organizing and execution of the Work as a bar chart (GANTT).
- .2 The Consultant will review and return revised schedules within 7 working days.
- .3 Revise the schedule as directed in the Consultant's review and resubmit within 5 working days.
- .4 The accepted revised schedule will become the Master Plan and be used as a baseline for updates.

4 PROJECT SCHEDULE

- .1 Develop a detailed Project Schedule derived from the Master Plan.
- .2 Ensure the detailed Project Schedule includes as a minimum milestone and activity types as follows:
 - .1 Award.
 - .2 Submittals.
 - .3 Permits.
 - .4 Mobilization.
 - .5 Excavation.

- .6 Electrical rough-in
- .7 Electrical finish work
- .8 Controls.
- .9 Testing and Commissioning.
- .10 Landscaping and Sitework.
- .11 Owner supplied item dates.

5 PROJECT SCHEDULE REPORTING

- .1 Update the Project Schedule on a bi-weekly basis, reflecting activity changes and completions, as well as activities in progress.
- .2 Include as part of each Project Schedule update, a narrative report identifying the Work status to date, comparing current progress to the baseline, presenting current forecasts, defining problem areas, anticipated delays and impact, with recommendations for possible mitigation.

6 PROJECT MEETINGS

- .1 Discuss the Project Schedule at regular site meetings. Identify activities that are behind schedule and provide measures to regain slippage. Activities considered behind schedule are those with projected start or completion dates later than the current approved dates shown on the baseline schedule.
- .2 When weather-related delays occur or are anticipated, provide recommendations for remedial measures.

END OF SECTION