



Schedule/Delay Analysis –

Potential Issues:

- Delay
- Reduced Efficiency
- Acceleration/Constructive Acceleration
- Pacing Delay

Objective - to accurately identify and quantify critical delays and assign responsibility therefore through application of appropriate industry recognized methodology, and to demonstrate effectively and convincingly same in manner conducive to understanding by non-technical audience. Process includes detailed review of schedules from baseline through updates/revisions, for technical compliance, completeness, and accuracy (through cross reference to various record documents) as well as identification and consideration of potential concurrent delays.

Typical Scope of Work -

Meetings with client

- preliminary
- progress
- present report

Meetings with personnel familiar with project

Review disputed issues

- claims submitted
- responses to claims submitted

Review contract documents

- plans and specifications
- addenda
- invitation to bid
- special conditions
- contract/agreement
- contract change orders

Site visit(s)/familiarization with the work

Review project schedules

- original/planned schedule/cpm
- updated schedules/cpm's
- as-built schedule/cpm

Review record documents

- pre-bid conf memo
- bid tabs/bid
- pre-construction conference memo
- progress meeting memos

- special meeting memos
- invoices
- general correspondence
- subcontracts, po's
- submittals log/submittals & shop drawings
- requests for information and responses
- construction change directives
- proposed changes, proposals
- architect's progress/field reports
- contractor's daily logs
- inspector's daily reports
- misc reports/memos
- job photos
- inspection certificates
- substantial completion/acceptance

Develop schedules as needed

- comprehensive planned
- comprehensive as-built
- planned v. as-built schedule
- interim schedules/fragnets

Develop issues

- contract requirements/obligations
- facts/actual performance by parties
- timelines

Schedule analysis

- impact - time
- impact - cost

Prepare report

- introduction
- executive summary
- background
- project performance overview
- presentation of schedule analysis (include determination, and development, of appropriate method based in large part on information provided)
- findings
- summary
- exhibits
- project performance overview chart
- original plan schedule
- actual as-built schedule
- plan vs. as-built schedule
- interim schedules/fragnets
- summary/critical path schedule(s)
- various tables
- other