

11 Step Project Duration Schedule

**For
Project Manager
Tracking**

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Schedules

ORIGINAL SCHEDULE

An initial schedule should be laid out for each project at the time of assignment, indicating the durations identified in the following presentation. All durations should have dates identified for tracking purposes.

PARALLEL SCHEDULE

A second schedule should be integrated parallel to the original schedule and will track actual durations and dates.

Schedule Durations

I. Duration for Project Assignment Assimilation

- Provide initial contact date of client or end user.
- Provide the clients expected completion date for the project.
- Provide date of clarification of project scope with client.
- Provide rewritten/revised scope of work for clarification.
- Provide information as to what will happen during this period.

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- II. Duration for RFP writing, advertising, selection process, and contract writing
 - Provide all significant dates



- III. Duration for Associate funding release period (if necessary)

- Provide date when request for release of funds went to Capital Planning Office
- Provide Controlling Board release date.
- Provide date contract is executed.



- IV. Duration for Feasibility Study or Programming Process

- If previously conducted by others, please indicate when this was completed.



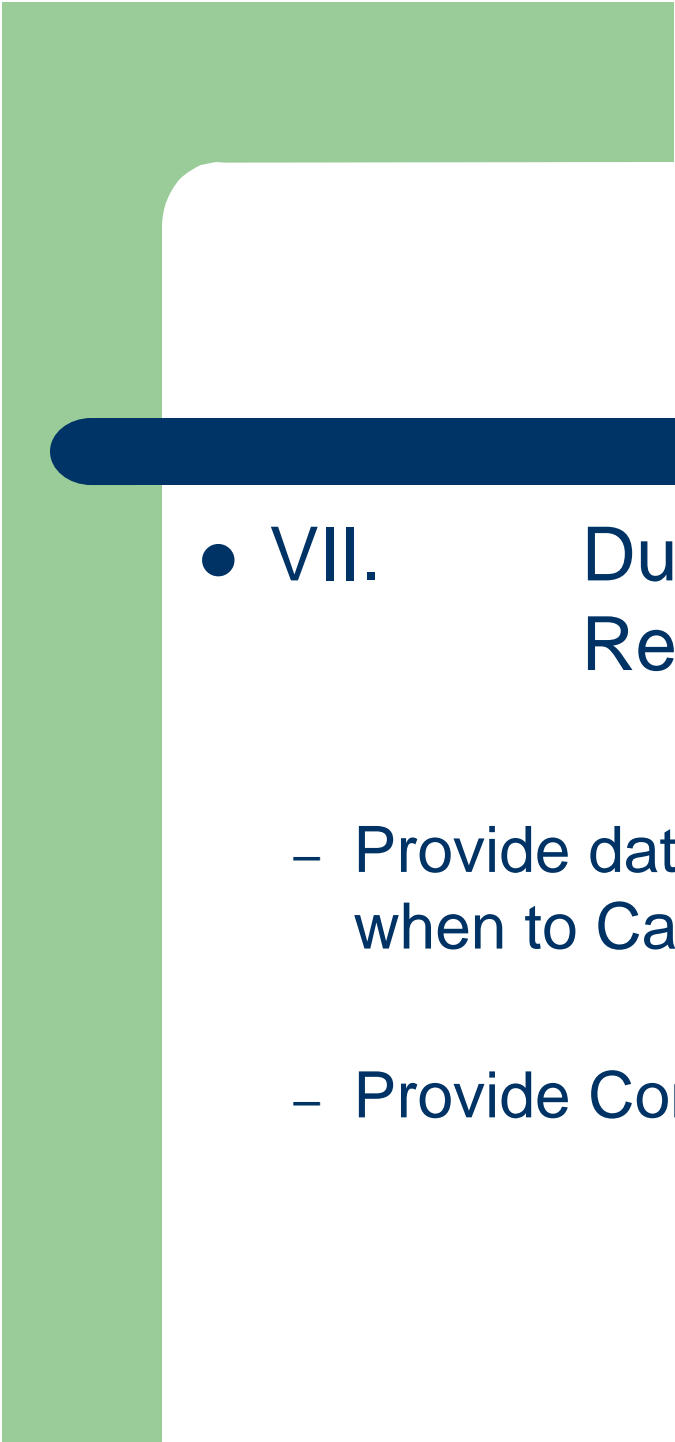

- V. **Duration for Design Process**

- Identify Design Development Phase and review period
- Identify Design Development Phase and review period
- Identify Construction Document Phase and review period



- VI. Duration for bidding period

- Identify beginning advertising date.
- Identify pre-bid meeting date.
- Identify bid due date.
- Identify responsibility check period.

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- VII. Duration for Construction Funding Release Period (if necessary)
 - Provide date when request for release of funds when to Capital Planning Office.
 - Provide Controlling Board release date.



- VIII. Duration for Contractor Contract Execution

- Provide date when requisition went to the Purchasing Department.
- Provide date contract is executed.



- IX. Duration for Pre-Construction

- Provide the pre-construction date.
- Provide the Partnering meeting date (if required)
- Provide date building permit is placed on site.
- Provide any other important dates.



- X. Duration of Construction

- Provide the contract consecutive days or weeks for construction period.
- Provide any milestone dates.
- Provide substantial completion date.
- Provide punch list completion date.
- Provide date of final inspection sign-off.
- Provide start date of Commissioning.
- Provide date of occupancy permit.
- Provide the construction finish date.



- XI. Duration of Post Construction

- Provide a one-year warranty period.
- Provide date when as-built documents are received.
- Provide final contract date for Associate.