

Schedule Update Meeting Agenda & Worksheet

Date: _____ Related Pay Estimate #: _____

Project: _____

Attendees: _____

Contract Reference: *Tech Spec 01 32 01.00 10 Project Schedule*
3.5. *Submission Requirements (Data CDs, Narrative, Approved Changes, Schedule Reports)*
3.6. *Periodic Schedule Update Meetings*
3.4.4. *Periodic Schedule Updates (aka Monthly Pay Estimate Schedules)*

Discussion Items:

1. Meeting Purpose

The periodic schedule update meeting is held to review the Contractor's proposed changes to the schedule including logic corrections and determine any delaying factors prior to the final pay estimate submission.

2. Schedule Update - General Information

- General Status: Data Date: _____ File Name: _____
- Critical Path _____
- Lowest Total Float = _____
- Project Completion Date (*shown in the Schedule*) _____
- Contract Completion Date (CCD) _____
- Review/Discuss Activity Progress - Percent Completes, Actual Starts (AS) & Actual Finishes (AF)

3. Review Schedule Update - Changes

(All schedule Changes since the previous period must be documented in the Narrative Report by Activity ID & Name. What was changed & Why)

- Added Activities
- Deleted Activities
- Logic Changes (Relationships, Lags, out-of-sequence logic corrected, no open ends)
- Major Resequencing of Work
- Calendar Changes (New Calendars, Existing Calendars or Activity Assignments)
- Budget Revisions (If Mods added identify)
- Duration Changes (Remaining Durations updated, Original Durations remain constant)
- Activity Descriptions
- Activity IDs, Constraints, Defaults, Original Durations – should not change (except extremely rare circumstances)

4. Discuss Actual and/or Potential Schedule Impacts

(All schedule impacts documented in the Narrative explaining anticipated problem areas or delaying factors and impacts with an explanation of corrective action. If there are no impacts, state "none".)

5. Pay Estimate Submission Status