

## **Guidelines for Conducting a Scheduling Conference**

At least seven (7) calendar days prior to beginning the Work, the Contractor shall attend a Scheduling Conference with the Engineer to discuss the Contractor's overall plan to complete the project as well as discuss key issues necessary for the development of the Baseline Progress Schedule. The Contractor shall furnish at this meeting, a Preliminary Progress Schedule to show the detailed work plan for the initial 90 days and a summary schedule for the entire project.

Suggested agenda/guidelines for conducting a Scheduling Conference:

- Introductions
- Purpose and objectives – Why are we here and what do we hope to accomplish?
  - Discuss the Contractor's overall plan to complete the project
  - Discuss key issues necessary for the development of the Baseline Progress Schedule
  - Why? To facilitate timely preparation and acceptance of the Baseline Progress Schedule
- Discuss the Contractor's overall plan to accomplish the work:
  - Project scope of work and WBS
  - Work by the Department (if applicable)
  - Work by other involved parties (if applicable)
  - Overall sequence of construction
  - Phasing, staging, maintenance of traffic (MOT), traffic switches, etc.
  - Contract milestone requirements
  - Discuss constructability issues that may impact the schedule
  - Any known or foreseeable issues that may impact the schedule such as permits, right-of-way, utility, procurement, etc.
- Review the Contractor's Preliminary Progress Schedule for detailed schedule of work planned and required submittals for the first 90 days
- Review schedule specification for requirements
  - Required submissions and timing of submissions (Baseline, Updates, Revision, Recovery, and Final As-built)
  - Required submittals for each submission (CPM Progress Schedule, Progress Schedule Narrative, and Progress Earnings Schedule (Form C-13CPM))
  - Reporting and submittal format
  - Review the detail requirements section, as appropriate, for new or unfamiliar scheduling requirements:
    - Scheduling software requirements
    - Software settings
    - Schedule organization (WBS and Activity Codes)
    - Use of project and global calendars
    - Level of details
    - Activity attributes (Activity ID and Activity Name)
    - Activity duration
    - Cost-loading
    - Use of schedule constraints and total float
- Discuss the submittal process
- Discuss progress metrics and unsatisfactory progress
- Review other schedule related provisions, as applicable