



MITA/MDOT CPM Workshop

February 13, 2018 -- 8:30 am – 4:00 pm

MITA Office: 2937 Atrium Drive, Okemos, MI 48864

AGENDA 8:30 am – 4:00 pm

Morning Session 8:30 am – 12:00pm

Introductions and Open Discussion:

30 min (8:30-9:00)

- A. Presenters
 - i. Brad Daavettila, PE (MDOT)
 - ii. Aaron Raymond, PE (MDOT)
 - iii. Kristen Aston, PSP (HNTB)
 - iv. Rory Talbot, PSP (HNTB)
- B. Today's Topics
 - i. Review Agenda
- C. Open Discussion
 - i. Schedule Use
 - ii. Benefits

Baseline Schedule Development:

60 min (9:00-10:00)

- A. Common Recurring Comments:
 - i. Start Date
 - a. From Award or NTP
 - b. Include all Shop drawings, Mob, Procurement, Etc.
 - ii. Calendars
 - a. Project Level
 - b. Planned Working Days
 - c. Contractual Non-Working Days
 - d. 7-Day Calendar Use
 - e. Shift Start time / Hours per Time Period
 - iii. Activity Descriptions
 - a. Verb
 - b. Object
 - c. Location
 - d. Ex. [Fine grade all subgrade including sewer crossings (137+00 to 170+00)]
 - e. Ex. [Place OGDC on remaining lanes (POB-137+00)]

- iv. Submittal Completeness
 - a. P6 File
 - b. Gantt Charts
 - 1. Columns
 - c. Scheduling/Leveling Report
 - d. Narrative
 - v. Narratives
 - a. Follow SP Outline
 - b. Be Thorough
 - c. Describe Resources as Requested by the Engineer
 - vi. MDOT/3rd Party Review Periods
 - a. Show Contractual Durations
 - b. Can be Negotiated if Necessary for Project
 - c. Show Multiple Iterations if Necessary
 - vii. Schedule Submittal Review Process
 - a. Communication
 - b. Priority
- B. Interim Project Schedule
- i. When to Use
 - ii. Baseline Development Process

Break

15 min (10:00-10:15)

Update Schedules:

45 min (10:15-11:00)

- A. Update Process (from CPM SP):
- i. Place a copy of the current schedule within folder structure
 - ii. Rename the copied schedule file to reflect the update submittal as outline in Table 1 of the CPM SP
 - iii. Update activities based on actual progress
 - a. Identify the actual start and actual finish dates for all completed activities
 - b. Identify the actual start date and remaining duration or expected finish for all in-progress activities.
 - c. Determine the physical percent complete for each in-progress activity
 - d. Update the activities in the following order, as applicable:
 - 1. Select the started checkbox
 - 2. Enter Activity Actual Start date
 - 3. Enter Physical Percent Complete

4. Enter Remaining Duration
 5. Select the finish checkbox
 6. Enter the Activity Actual Finish Date
- iv. Move the Data Date forward to the first day of the next update period
 - v. Calculate the schedule with the new Data Date
 - vi. Correct all out-of-sequence activities identified in the scheduling/leveling report

B. Common Recurring Comments:

- i. "Regular" Monthly Submittals
- ii. Out-of-Sequence Activities
 - a. Listed in Scheduling/Leveling Report
 - b. Correct Prior to Submitting
 - c. Explain in Narrative
- iii. OD/Logic Changes without an Explanation
- iv. Added/Deleted Activities – proper steps

Additional Topics:

45 min (11:00-11:45)

- A. Other Schedules – When to Use
 - i. Revised / Recovery
- B. Incentive Built in Schedule
 - i. How/When to Show It
- C. EOT Requests
 - i. Process and Submittal
 - ii. Examples
 - a. Weather
 - b. Non-weather
- D. Enhancements
 - i. LOEs
 - ii. Intelligent Activity IDs
 - iii. Activity Codes

Wrap Up:

15 min (11:45-12:00)

- A. CPM Special Provision Edits
 - i. Identified for next revision
 - ii. Suggestions from the group?

