

Scheduling Guides

Contents

- Introduction
- Scheduling Documents
 - Schedule Preparation template (*MS Excel*)
 - Schedule Tracking Summary template (*MS Excel*)
 - RCTD Program Level Schedule Activities
- Sample Program Level Schedule

Introduction

Project schedules are needed to adequately monitor work progress on projects. Consultants are expected to develop detailed schedules that can be used by the Contract Administrator to track the progress of the Consultant work. Consulting services may, however, only be a part of the of the overall project and represent only a portion of the schedule. RCTD has developed several schedule tracking forms that are intended to facilitate the tracking of the entire project consistent with typical needs for RCTD projects and in a manner that facilitates managing individual projects as part of the overall capital improvement program.

Schedule Preparation Template

This template has been prepared to assist in the initial preparation of a project schedule. The template lists the key scheduling tasks and allows for the quick mockup of a project schedule.

Schedule Tracking Summary

This template is part of the on-going project tracking information that is provided by the Consultant at regular PDT meetings. It provides an overview of the status of certain key milestones and monitors slippage on a monthly basis.

RCTD Program Level Schedule Activities

This template also contains a listing of the standard scheduling tasks but additionally includes the relevant task and status code information.

PROJECT SCHEDULE SUMMARY

PROJECT:	PROGRESS UPDATE NUMBER:
CONSULTANT:	DATE:

MILESTONES	TARGET	LAST MONTH	THIS MONTH	SLIP	
				FROM TARGET	FROM LAST MO
	Date	Date	Date	Days	Days

PA&ED

Complete Environmental Studies					
Approval of Geometry & Bridge Types					
Circulate Draft Environmental Document					
Approval of Final Environmental Document					

PS&E

Start Final PS&E					
Submit 60% PS&E					
Submit 95% PS&E					
Submit 100% PS&E					

RIGHT-OF-WAY

Complete Right-of-way Requirements					
Start Appraisals					
Start Offers					
Obtain Certification					

AWARD

Ready to List					
Award					

CONSTRUCTION

Notice to Proceed					
Substantially Complete					

DEADLINE	DUE ON
	Date

DEADLINES

Group Code Range	Group Category	Code	Description (Less Detailed)	Code	Description (Detailed)
100-149	Removed From TIP	100	Project was Dropped	100	Project was Dropped
		110	Project was Annexed/Incorporated	110	Project was Annexed/Incorporated
		120	Project was Conditioned to Developer	120	Project was Conditioned to Developer
150-189	Inactive	150	Project is On Hold	150	Project is On Hold
		160	Project is On Hold (Pending Funding)	160	Project is On Hold (Pending Funding)
		170	Other	170	Other
190-199	Not Started	190	Pending Project Start	190	Pending Project Start
K	Project Initiation	210	Preparing Inter-Agency Agreements	200	Pending Inter-Agency Agreements
		220	Pending Design/Environmental Funding Authorization	210	Preparing Inter-Agency Agreements
		230	Obtaining Design/Environmental Funding Authorization	220	Pending Design/Environmental Funding Authorization
		240	Pending Design/Environmental Consultant Procurement	230	Obtaining Design/Environmental Funding Authorization
		250	Procuring Design/Environmental Consultant	240	Pending Design/Environmental Consultant Procurement
		260	Pending Conceptual Design Alternatives	250	Procuring Design/Environmental Consultant
0	PA & ED (Project Approval & Environmental Document)	270	Preparing Conceptual Design Alternatives	260	Pending Conceptual Design Alternatives
		270	Preparing Conceptual Design Alternatives	270	Preparing Conceptual Design Alternatives
		280	Pending Project Study Report	270	Preparing Conceptual Design Alternatives
		290	Preparing Project Study Report	280	Pending Project Study Report
		290	Preparing Project Study Report	290	Preparing Project Study Report
		300	Pending Right-of-Entry	290	Preparing Project Study Report
1	Design	305	Obtaining Right-of-Entry	300	Pending Right-of-Entry
		305	Obtaining Right-of-Entry	305	Obtaining Right-of-Entry
		310	Pending Preliminary Survey	305	Obtaining Right-of-Entry
		315	Performing Preliminary Surveys	310	Pending Preliminary Survey
		315	Performing Preliminary Surveys	315	Performing Preliminary Survey
		320	Pending Environmental Documents	315	Performing Preliminary Surveys
		320	Pending Environmental Documents	320	Pending Environmental Documents
2	Right-of-Way/Utilities	330	Preparing Environmental Documents	320	Pending Environmental Documents
		330	Preparing Environmental Documents	330	Preparing Environmental Documents
		340	Pending Preliminary Plans	330	Preparing Environmental Documents
		350	Preparing Preliminary Plans	340	Pending Preliminary Plans
		350	Preparing Preliminary Plans	350	Preparing Preliminary Plans
		360	Pending Project Report	350	Preparing Preliminary Plans
		360	Pending Project Report	360	Pending Project Report
3	Award Processing	370	Preparing Project Report	370	Preparing Project Report
		370	Preparing Project Report	370	Preparing Project Report
		380	Pending Environmental Permits	370	Preparing Project Report
3	Construction	390	Processing Environmental Permits	380	Pending Environmental Permits
		390	Processing Environmental Permits	390	Processing Environmental Permits
		400	Pending Final Plans Specs. & Estimates	390	Processing Environmental Permits
		410	Preparing Final Plans Specs. & Estimates	400	Pending Final Plans Specs. & Estimates
		410	Preparing Final Plans Specs. & Estimates	410	Preparing Final Plans Specs. & Estimates
3	Project Close-Out	500	Pending Right-of-Way Funding Authorization	410	Preparing Final Plans Specs. & Estimates
		510	Obtaining Right-of-Way Funding Authorization	500	Pending Right-of-Way Funding Authorization
		510	Obtaining Right-of-Way Funding Authorization	510	Obtaining Right-of-Way Funding Authorization
		520	Pending Right-of-Way Engineering Docs.	510	Obtaining Right-of-Way Funding Authorization
		520	Pending Right-of-Way Engineering Docs.	520	Pending Right-of-Way Engineering Docs.
3	Project Close-Out	530	Preparing Right-of-Way Engineering Docs.	530	Preparing Right-of-Way Engineering Docs.
		540	Pending Right-of-Way Possession	530	Preparing Right-of-Way Engineering Docs.
		540	Pending Right-of-Way Possession	540	Pending Right-of-Way Possession
3	Project Close-Out	550	Obtaining Right-of-Way Possession	550	Obtaining Right-of-Way Possession
		550	Obtaining Right-of-Way Possession	550	Obtaining Right-of-Way Possession
		560	Pending Utility Relocations	560	Pending Utility Relocations
3	Project Close-Out	570	Relocating Utilities	570	Relocating Utilities
		600	Pending Encroachment Permits	570	Relocating Utilities
		610	Obtaining Encroachment Permits	600	Pending Encroachment Permits
3	Project Close-Out	610	Obtaining Encroachment Permits	610	Obtaining Encroachment Permits
		620	Pending Construction Funding Authorization	610	Obtaining Encroachment Permits
		620	Pending Construction Funding Authorization	620	Pending Construction Funding Authorization
3	Project Close-Out	630	Obtaining Construction Funding Authorization	630	Obtaining Construction Funding Authorization
		640	Pending Award Process	630	Obtaining Construction Funding Authorization
		640	Pending Award Process	640	Pending Award Process
3	Project Close-Out	650	Processing Award	650	Processing Award
		650	Processing Award	650	Processing Award
		700	Pending Construction Management Consultant Procurement	650	Processing Award
3	Project Close-Out	710	Procuring Construction Management Consultant	700	Pending Construction Management Consultant Procurement
		710	Procuring Construction Management Consultant	710	Procuring Construction Management Consultant
		720	Pending Construction	710	Procuring Construction Management Consultant
		720	Pending Construction	720	Pending Construction
3	Project Close-Out	730	Under Construction	730	Under Construction
		740	Pending Final Seal Coat	730	Under Construction
		740	Pending Final Seal Coat	740	Pending Final Seal Coat
3	Project Close-Out	750	Placing Final Seal Coat	750	Placing Final Seal Coat
		750	Placing Final Seal Coat	750	Placing Final Seal Coat
		760	Pending Landscape Establishment	760	Pending Landscape Establishment
3	Project Close-Out	770	Monitoring Landscape Establishment	770	Monitoring Landscape Establishment
		770	Monitoring Landscape Establishment	770	Monitoring Landscape Establishment
		800	Pending Notice of Completion	800	Pending Notice of Completion
3	Project Close-Out	810	Processing Notice of Completion	810	Processing Notice of Completion
		810	Processing Notice of Completion	810	Processing Notice of Completion
		820	Pending Final Progress Report	820	Pending Final Progress Report
3	Project Close-Out	830	Preparing Final Progress Report	830	Preparing Final Progress Report
		830	Preparing Final Progress Report	830	Preparing Final Progress Report
		840	Pending Close-Out Process	840	Pending Close-Out Process
3	Project Close-Out	850	Processing Project Close-Out	850	Processing Close-Out
		850	Processing Project Close-Out	850	Processing Close-Out
		855	Administrative Functions Only	855	Administrative Functions Only
		860	Claims Resolution	860	Claims Resolution
		865	Processing Acceptance into Road System	865	Processing Acceptance into Road System
3	Project Close-Out	870	Obtain Right-of-Way Ownership	870	Obtain Right-of-way Ownership
		870	Obtain Right-of-Way Ownership	870	Obtain Right-of-way Ownership
900-909	Project Completed	900	Project Completed	900	Project Completed

Manually Set Removal Status

Manually Set Inactive Status

Auto Set if No Progress

210 Inter-Agency Agreements

230 Fund Authorization - DES/ENV

250 Procure Consultant - DES/ENV

270 Conceptual Design

290 Project Study Report

305 Right-of-Entry

315 Preliminary Survey

330 Environmental Docs

350 Preliminary Design

370 Project Report

390 Environmental Permits

410 Final Design (PS&E)

510 Fund Authorization - ROW

530 Right-of-Way Engineering

550 Right-of-Way Possession

570 Utility Relocations

610 Encroachment Permits

630 Fund Authorization - CON

650 Award Process

710 Procure Consultant - CM

730 Construction

750 Final Seal Coat

770 Landscape Establishment

810 Notice of Completion

830 Final Progress Report

850 Project Close-Out

Manually Set Close-Out Status

Auto if all tasks complete or can be Manually Set

