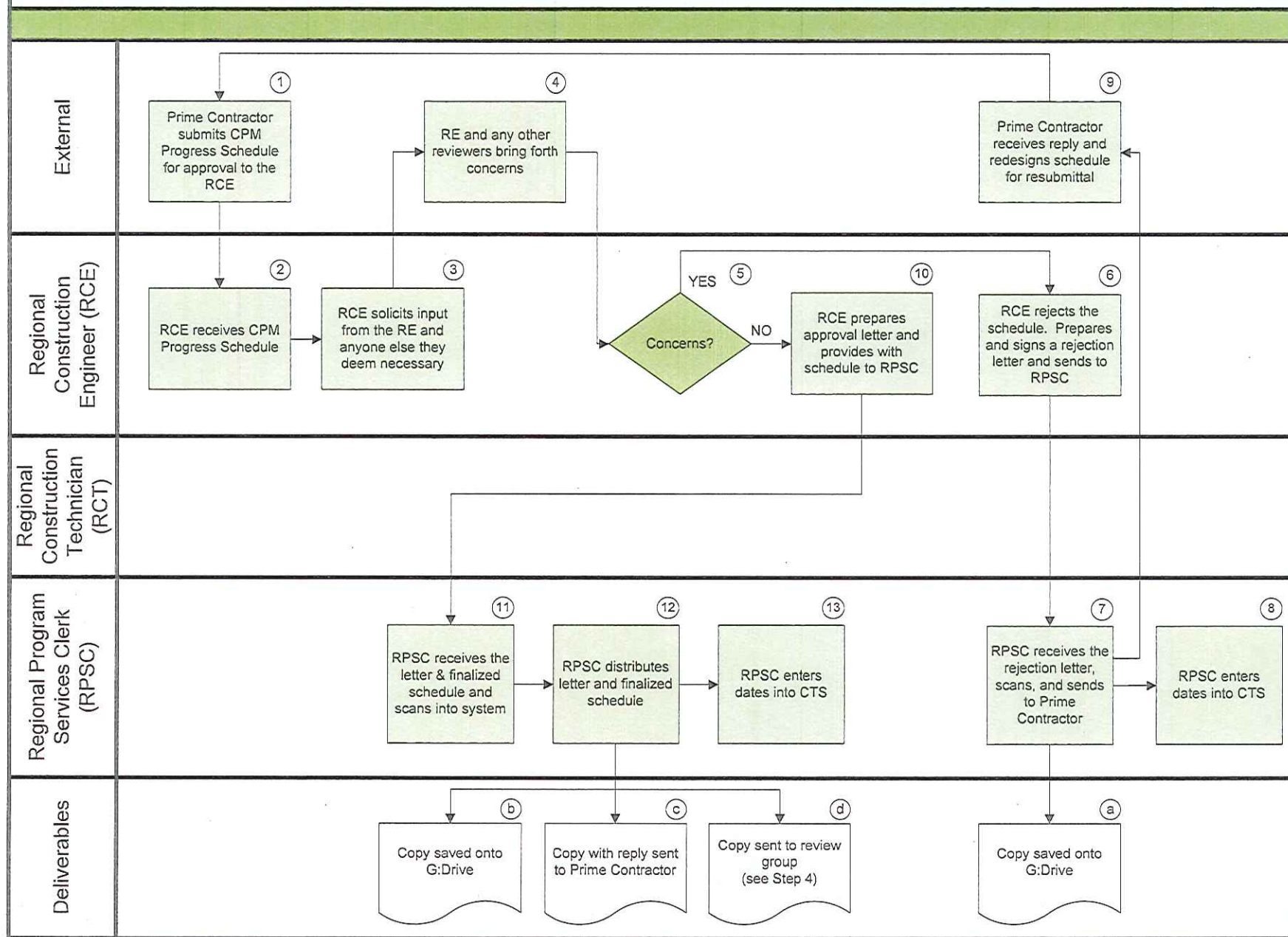


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CPM Progress Schedule Submittal Process



CPM Progress Schedule Submittal Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits Critical Path Method (CPM) Progress Schedule for approval to the Regional Construction Engineer (RCE)		Prime Contractor submits CPM Progress Schedule for approval to the RCE prior to or at the Preconstruction Conference	
2. Regional Construction Engineer (RCE) receives submitted Critical Path Method (CPM) Progress Schedule		RCE receives submitted CPM Progress Schedule	
3. Regional Construction Engineer (RCE) solicits input from the Resident Engineer (RE) and anyone they else deem necessary		RCE solicits input from the RE and anyone they else deem necessary	
4. Resident Engineer (RE) and other reviewers bring forth any concerns		RE and other reviewers bring forth any concerns or comments. Reviewers may include the Project Manager (PM), Construction Specialists, the District, local entities, or anyone the Regional Construction Engineer (RCE) deems necessary	Some things to consider when evaluating a schedule are: do they show completing the project by the contract completion date, do they show working on items outside the item's seasonal limitations, do the durations of the activities appear to be reasonable, and are all the activities needed to complete the project shown on the schedule
5. Concerns?		If Yes, go to Step 6 If No, go to Step 9	
6. Regional Construction Engineer (RCE) rejects the schedule. Prepares and signs a rejection letter and sends to Regional Program Services Clerk (RPSC)		RCE rejects the schedule. Prepares and signs a rejection letter and sends to RPSC	If the schedule is not accepted the RCE will state the reasons why and request that the contractor make revisions and resubmit
7. Regional Program Services Clerk (RPSC) receives the rejection letter, scans, and sends to Prime Contractor		RPSC receives the rejection letter, scans, and sends to Prime Contractor	
8. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	CPMPSP1	RPSC enters date plan received and date of rejection into CTS	

CPM Progress Schedule Submittal Process
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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
9. Prime Contractor receives reply and redesigns schedule for resubmittal		Prime Contractor receives reply and redesigns schedule for resubmittal	
10. Regional Construction Engineer (RCE) prepares approval letter and provides with schedule to Regional Program Services Clerk (RPSC)		RCE prepares approval letter in reply to the contractor and provides signed with schedule to the RPSC.	If the schedule is accepted the letter may contain wording indicating the contractor be required to submit a revised schedule if they change their approach to the work or if progress falls substantially behind the accepted schedule.
11. Regional Program Services Clerk (RPSC) receives letter and scans		RPSC receives letter and scans	
12. Regional Program Services Clerk (RPSC) distributes letter		RPSC distributes letter	
13. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	CPMPSP1	RPSC enters date plan received and date of acceptance into CTS	If this is the acceptance of a resubmitted plan this date will be entered into CTS as well
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
b. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
c. Copy emailed to Contractor		Copy emailed to Contractor	
d. Copies to cc list		Copies to cc list on form	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Check List: CPMPSP1 – Entering Dates Into Construction Tracking System (CTS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to CTS
2. Click on "CONTRACT"
3. Click on Find Contract (highlighted in yellow) and choose appropriate project
4. Click on "Schedules" tab
5. Tab to Progress schedule and fill in date fields with actual date received, tab and choose approved/denied, then tab again to the "Date" field and enter the actual date of the acceptance/approval letter and click on save in the upper left hand corner
6. If the progress schedule is denied you will have to track it until it is resubmitted by the contractor and accepted/approved and then follow step 4 above.

The screenshot shows the 'Construction Tracking System - [Contracts]' window. The 'Find contract' button is highlighted in yellow. The 'Schedules' tab is selected, and the 'Progress schedule' is circled in red. The form contains the following fields:

	Received Date	Approved/Denied	Date	Resubmitted Date	Approved Date
Progress schedule:	★	★	4/27/2000		★
Erosion control schedule:					
Temporary bridge plan:					
Cofferdam design:					
Permission to work early:					
Permission to work late:					
Material supply area:					

-Any issues encountered with CTS, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)