Project Schedules

Recordkeeper Job Aid

Construction Division

Texas Department of Transportation

Construction Recordkeeper Job Aid

Overview

Contractor schedules for a project share the plan to deliver the project in the time established in the contract.

Resources:

- Item 8 of Spec Book (2014 or 2024 depending on project)
- CCAM Chapter 4 and Chapter 10
- SiteManager Checklist, Key Dates, and Critical Dates Guidance Document
- General Notes of the Contract

Applications used:

- ProjectWise
- Site Manager

The goal of this document is to provide information regarding project records requirements for project schedules.

Project Schedules

According to Article 8.5 of the Spec Book, the Contractor must prepare, maintain and submit a project schedule for the work to be performed.   Project schedules are used to share the Contractor's work plan to the Department.   Refer to the General Notes of the contract to be aware of the type of schedule to be submitted by the Contractor and Item 8.5 of the Spec Book to identify submittal requirements and timelines.

The Contractor provided schedule should be reviewed by the designated TxDOT project staff. Project schedules and any correspondence should be saved to an appropriate folder in the Project File Index. It is suggested if monthly progress schedules are to be received, to create the appropriate number of folders during ProjectWise set up at contract activation.

Project Schedule Documentation

Documentation should be organized into the appropriate folders and follow the suggested naming conventions outlined in the file index. Depending on the specific schedule requirements of the project, the documentation may include the following items:

- Baseline Schedule
- Monthly Progress Schedule
- Contractor submittal email
- TxDOT review comments
- AE correspondence of the acceptance or rejection of submitted schedule and transmittal
- Contractor's updated schedule (if required)

Received Contractor schedules are documented in the SiteManager Checklist Events.   Refer to the SiteManager Checklist Events, Key Dates and Critical Dates Guidance Document for additional information.   The checklist event actual date will be the date of the original submission from the Contractor for the received schedule. Comments can vary according to District policies and procedures if available.

Construction Recordkeepers may draft correspondence to contractor regarding the schedule based on reviewer comments. If the schedule reviewer is creating their own correspondence, share the ProjectWise folder location to store the documents with the project records.