

# Time Impact Analysis

Recordkeeper Job Aid

Construction Division



# Construction Recordkeeper Job Aid

## Overview

Major changes to the progress schedule that affect the critical path, controlling items of work, or compliance with contract requirements may require the contractor to complete a time impact analysis for District review.

The goal of this document is to provide information regarding a time impact analysis.

## Resources

- *Construction Contract Administration Manual (CCAM)*, Chapter 4, Section 4, "Preconstruction Conference"
- TxDOT Standard Specifications, Item 8, under "Prosecution and Progress," ref. Section 8.5.5, "Schedule Types and Schedule Impacts", (2014 and 2024 spec books)

## Applications Used

- SiteManager, for recording monthly project schedule received receipts, per CST's SiteManger Checklist Events, Key Dates, and Critical Dates Guidance Document (internal, Crossroads webpage)

## Information

Contractors must submit project progress schedules monthly to convey the intended work plan. File the monthly schedules in the corresponding folder in ProjectWise.

When items have impacted the monthly schedules and the contract will not be completed within the specified number of working days, the monthly progress schedule should include:

- a bulleted narrative statement of major items causing the impacts and
- a statement of revision of the schedule to meet the number of working days or if the number of working days specified will be exceeded.

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Make sure to mention these items to the Project Manager and the Area Engineer at the monthly meeting before filing the schedule.

Any major items that impact the schedule progress in days ahead or behind should be presented with explanations in a Project Schedule Summary Report (PSSR) separate from the monthly schedule. Review major changes to the progress schedule that affect compliance with the contract requirements, changes the critical path, or controlling items of work. The Contractor must provide the PSSR instead of the narrative in the monthly schedule when shown in the plans. This form (an excel template of PSSR is available on Construction Support internal Crossroads webpage, under Schedule Guidance) must include an explanation of the project progress for the period indicated and should be approved by the Area Engineer before being filed with the schedules.

When directed, or when a contract time extension or any milestone adjustments may be justified, the Contractor must provide a notice of potential time impact to the Area Engineer. The notice should consider approved and potential Change Orders and how they will impact the schedule. Notices will be submitted within the timeframe specified by the Department Engineer to avoid delays to the project schedule. After the Area Engineer reviews the notice, file it with the schedules. If the Area Engineer generates their own correspondence, share the folder location to store these documents with the project records.

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Once the District receives a notice of potential time impact, they may request that the Contractor start the time impact analysis process. As stated in Item 8, the time impact analysis is an evaluation of the effects of all impacts on the project schedule and consists of the following steps.

- Establish the status of the project immediately before the impact.
- Predict the effect of the impact on the schedule update.
- Track the effects of the impact on the schedule throughout the occurrence.
- Establish the status of the project after the impact's effect has ended and provide details identifying any mitigating actions or circumstances used to keep the project on schedule and progressing during the impact period.

A contract time extension or adjustment to a milestone date will be considered only after all the steps for the time impact analysis have been completed and the Department has accepted that the impacts were beyond the Contractor's control.

## Best Practice

Review the information recorded monthly in the schedules and make note of any discrepancies while entering scheduling information in TxDOT systems to bring to the attention of the Project Manager and Area Engineer. Communication of any changes to the schedule, especially the work completion date, should be discussed as soon as possible to avoid potential issues or larger problems later in the scheduling of projects. Receiving no schedules from the Contractor is an issue that must be mentioned at the monthly meetings and brought up to inspectors, project managers, and area engineers as soon as possible to avoid a larger impact on the project.