



Disclaimer: This schedule is an example only. Each project is unique and will have tasks specific to it that may or may not be included here. The schedule shown assumes a phased award project where the design award is given first and a separate construction award comes after full design. Please plan accordingly for the different types of projects.

SAMPLE

Project: Example Project Schedule Date: Thu 2/25/16	Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress
	Split		Inactive Milestone		Manual Summary		Deadline		
	Milestone		Inactive Summary		Start-only		Critical		
	Summary		Manual Task		Finish-only		Critical Split		
	Project Summary		Duration-only		External Tasks		Progress		

ID	Task Name	Duration	Qtr 1, 2016			Qtr 2, 2016			Qtr 3, 2016			Qtr 4, 2016			Qtr 1, 2017			Qtr 2, 2017			Qtr 3, 2017			Qtr 4, 2017			Qtr 1, 2018
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
36	CSU returns goal determination to APM	10 days																									
37	APM sends goal determination to Sponsor	1 day																									
38	Environmental Documentation	29 days																									
39	Determine level of Environmental Document Required	2 days																									
40	Environmental Documentation developed and submitted to DoA	15 days																									
41	DoA Reviews and Responds to Environmental Documentation	12 days																									
42	60% Design	2 wks																									
43	Submit Design to APM for Comments w/ CSPP	0 days																									
44	APM sends comments For CSPP back to Sponsor	3 days																									
45	Sponsor/Consultant sends 7460 and CSPP w/ APM Comments to FAA using OE/AAA	40 days																									
46	90% Design	2 wks																									
47	90% Design Meeting	0 days																									
48	Submit Design to APM for Comments	0 days																									
49	Final Design	1 wk																									
50	Review of Design by APM	12 days																									
51	Bid Process	60 days																									
52	Develop Work Authorization for CA/RPR and negotiate with Consultant; Submit to DoA with Updated Schedule	2 wks																									
53	APM reviews and comments on Updated Schedule and Work Authorization	12 days																									
54	Sponsor and Consultant Respond to Comments	3 days																									
55	Sponsor Execution of Work Authorization	3 wks																									
56	Advertise project	2 days																									
57	Hold Pre-Bid Meeting	5 days																									
58	Bid Period	2 wks																									
59	Publish Meeting Minutes and Respond to RFIs	2 wks																									
60	Review bids/proposals	5 days																									
61	Determine bid winner	0 days																									
62	Sponsor gains approval from Governing Board to award construction contract and requests Certification of Local Funds for Construction	4 wks																									
63	Construction Grant Modification and Approval Process	41 days																									
64	Sponsor requests Grant Modification for Construction	1 day																									
65	Construction Request for Aid sent to Sponsor	3 days																									
66	Request for Aid documentation uploaded to Partner Connect	5 days																									
67	APM reviews package and forwards to GA	12 days																									
68	GA reviews package	3 days																									

Environmental Documentation: This schedule is an example of most projects which need a Categorical Exclusion of some kind. This does not reflect the case for any project requiring a full Environmental Assessment or greater level of effort.

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			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
69	GA sends package to Deputy Secretary of Transit	2 wks																									
70	Grant Modification Approved by Deputy Secretary of Transit	0 days																									
71	GA sends Notice to Proceed for Construction	2 days																									
72	Sponsor executes work agreement with contractor	1 wk																									
73	Construction	180 days																									
74	Schedule and Hold Pre-Construction Meeting/Send out Minutes	1 wk																									
75	Contractor Mobilization	2 wks																									
76	Site Preparations	1 wk																									
77	Construction Process w/ regular progress meetings	150 days																									
78	Pre-final and Final Inspection Process	10 days																									
79	Project Closeout	25 days																									
80	As-Builts to DoA	2 wks																									
81	Final Resolution of Invoices	2 wks																									
82	Submit Final Project Documents to DoA including DBE Statements Etc	15 days																									
83	Warranty Period	1 year																									

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