

**Attachments for Procedure CA/17**

**CL/CA 17/ 01 – CHECKLIST FOR REVIEWING OF WORK PROGRAM**

**Contract Name:**

**Contract No :**

<b>S/No.</b>	<b>Activity</b>	<b>Status</b>		<b>Remarks</b>
1.	Dedicated activities and milestones are allocated to all major work items and major events	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
2.	Time durations allocated for each activity is reasonable and realistic.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
3.	All activities and milestones are connected with appropriate logics representing desired relationship and sequence.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
4.	Resources and costs are allocated.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
5.	Appropriate calendars are defined and used to represent work week and non-working days.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
6.	In-appropriate constrains are introduced to restrict/manipulate the rearrangement of activities when the program is updated.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
7.	Contractual milestones and completion dates are met.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
8.	Interfaces with other contracts and events/activities are defined.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
9.	Critical Path is well defined.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
10.	Formatting of the output is acceptable	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
11.	Work sequence and activities defined are accordance with the Contractor's method of working	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	
12.	Method of working (Method Statement) submitted with the Work Program is complying with the contractual requirements and acceptable work practices.	<input type="checkbox"/>	OK	
		<input type="checkbox"/>	Not OK	

Project Director/Project Manager

**SPECIMEN LETTER : SL/CA 17/ 01 NOTIFICATION OF COMMENTS ON WORK PROGRAM**

[Letter Reference No.]

[Date]

[Name of the Contractor]

[Address of the Contractor]

**Subject: Notification of Comments on Work Program**

We refer to your letter ref: \_\_\_\_\_ dated \_\_\_\_\_, within which you submitted your Work Program to the Engineer in accordance with Sub-Clause 8.3 of the General Conditions of Contract.

Upon carefully reviewing your above Program, we wish to notify you in accordance with SubClause 8.3 that said Program is not complying with the requirements stipulated in the Contract due to following reasons:

- 1.
- 2.
- 3.

Accordingly we hereby instruct you to submit a revised work Program to the Engineer to address above concerns raised, in accordance with Sub-Clause 8.3.

Thanking you.

Yours faithfully,

cc:

- 1.
- 2.