|  |  |  |  |
| --- | --- | --- | --- |
| http://1.bp.blogspot.com/-HVlAuV80s4w/UXvaKQPHo4I/AAAAAAAAAMg/pvx-YbqKaWY/s1600/jawatan+kosong+di+jabatan+kerja+raya+(jkr).jpg**JKR Malaysia** | Unit Amalan TerbaikCawangan Pengurusan Projek Kompleks, Ibu Pejabat JKRMenara PJD, No 50, Jalan Tun Razak50400 Kuala Lumpur | Document Ref. No |  |
| Establish No. |  |
| Amendment No. |  |
| **WORK PROGRAM CHECKLIST - PLANNING** | Date |  |
| Page | 1/3 |
| **Project** |  | SO: |
| Date: |
| Sche. Committee: |
| Date: |
| Checklist | Item | SO | Sch. Comm | Remarks by JKR |
| Yes | No | N/A | Yes | No | N/A |
|  | PLANNING |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Project Scope**

To check overall scope of the project |  |  |  |  |  |  |  |
| 1. Submission of Work Programme
 |  |  |  |  |  |  |  |
|  Latest version of MS Project Used |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Project Name
 |  |  |  |  |  |  |  |
| According to SST |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Project according to SST on
 |  |  |  |  |  |  |  |
| 1. Project Start Date
 |  |  |  |  |  |  |  |
| 1. Project Finish Date
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Scheduling Pattern
 |  |  |  |  |  |  |  |
| Only Forward Path Applied |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Project Properties
 |  |  |  |  |  |  |  |
| Parameters Are Well Defined |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. File Name Save According To The
 |  |  |  |  |  |  |  |
| Standard |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Work Breakdown Structure**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. WBS List
 |  |  |  |  |  |  |  |
| 1. All scope has been listed and
 |  |  |  |  |  |  |  |
| according to construction sequence |  |  |  |  |  |  |  |
| 1. All contract milestone and scope of
 |  |  |  |  |  |  |  |
| the project has been include in the  |  |  |  |  |  |  |  |
| Program |  |  |  |  |  |  |  |
| 1. Activity flow in a logical construction
 |  |  |  |  |  |  |  |
| sequence |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. WBS Level
 |  |  |  |  |  |  |  |
| Minimum 4 Work Package Level |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. WBS (Other Consideration)
 |  |  |  |  |  |  |  |
| 1. Exernal Milestone Identified
 |  |  |  |  |  |  |  |
| 1. Internal Milestone Identified
 |  |  |  |  |  |  |  |
| * Long Lead (Interfacing) item
 |  |  |  |  |  |  |  |
| 1. Recurring Task Identified
 |  |  |  |  |  |  |  |
| 1. Split Task Is Not Allowed
 |  |  |  |  |  |  |  |
| 1. Constraint Is Not Allowed
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Activity Sequencing**
 |  |  |  |  |  |  |  |
| 1. All relevance document is submitted
 |  |  |  |  |  |  |  |
| by contractor  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Planning and scheduling have been prepared in accordance of scope, specification and codes specified and good engineering practice |  | SO:Name/Chop/Date |
| The proposal method/system is conceptually appropriate of their respective functions. In the opinion of the SO, the contractor has provided a reasonable work program |  | Scheduling Committee:Name/Chop/Date |
| Work program need to be reviewed. Re-submission not required. |  |
| Work program need to be reviewed. Re-submission required. |  |
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| Date: |
| Checklist | Item | SO | Sch. Comm | Remarks by JKR |
| Yes | No | N/A | Yes | No | N/A |
|  |  |  |  |  |  |  |  |  |
| 1. All task have predecessor except for
 |  |  |  |  |  |  |  |
| milestone  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. All task have successor except for
 |  |  |  |  |  |  |  |
| milestone  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Only F to S link type is used
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Task free from constraint
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Logical lead and lag time
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Ensure no link to summary task
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Link pattern is in logical manner
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Resource Planning**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. All relevance document is submitted by
 |  |  |  |  |  |  |  |
| contractor – relating to contractor |  |  |  |  |  |  |  |
| resources to be used in the project |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Respources has been listed in resources
 |  |  |  |  |  |  |  |
| Sheet. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. All task has been assign with resources
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Ensure there is no over allocation of
 |  |  |  |  |  |  |  |
| resources  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Activity duration**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Submission of contractor basic duration
 |  |  |  |  |  |  |  |
| estimation |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Duration is obtained from logical
 |  |  |  |  |  |  |  |
| technique |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. All risk have been identified and
 |  |  |  |  |  |  |  |
| Included in the estimation |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Max estimated duration for each activity
 |  |  |  |  |  |  |  |
| Is 20 working days. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| Checklist | Item | SO | Sch. Comm | Remarks by JKR |
| Yes | No | N/A | Yes | No | N/A |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Calender**
 |  |  |  |  |  |  |  |
| 1. Working days has been specified
 |  |  |  |  |  |  |  |
| accordingly |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Public holiday has been specified
 |  |  |  |  |  |  |  |
| for the entire contract period |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Ensure working hours is as stipulated
 |  |  |  |  |  |  |  |
| In contract |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Cost Budgeting**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Total cost estimate equal to project
 |  |  |  |  |  |  |  |
| contract sum |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Cost only entered in the fixed cost
 |  |  |  |  |  |  |  |
| Column only |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. There shall be no cost for milestone and
 |  |  |  |  |  |  |  |
| External dependency |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * 1. **Other parameter**
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. There is a absolute and clear critical path
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. All activity has been auto-scheduled
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. There are no negative slack for all task
 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Financial S-Curev is logic, workable and
 |  |  |  |  |  |  |  |
| manageable |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. Physical S-Curev is logic, workable and
 |  |  |  |  |  |  |  |
| manageable |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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