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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| http://1.bp.blogspot.com/-HVlAuV80s4w/UXvaKQPHo4I/AAAAAAAAAMg/pvx-YbqKaWY/s1600/jawatan+kosong+di+jabatan+kerja+raya+(jkr).jpg**JKR Malaysia** | Unit Amalan Terbaik  Cawangan Pengurusan Projek Kompleks, Ibu Pejabat JKR  Menara PJD, No 50, Jalan Tun Razak  50400 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. | | | | | | |  |
| http://1.bp.blogspot.com/-HVlAuV80s4w/UXvaKQPHo4I/AAAAAAAAAMg/pvx-YbqKaWY/s1600/jawatan+kosong+di+jabatan+kerja+raya+(jkr).jpg**JKR Malaysia** | Unit Amalan Terbaik  Cawangan Pengurusan Projek Kompleks, Ibu Pejabat JKR  Menara PJD, No 50, Jalan Tun Razak  50400 Kuala Lumpur | | | | | | | Document Ref. No |  |
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| Page | 2/3 |
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| Date: | |
| Sche. Committee: | |
| 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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|  |  |  |  |  |  |  |  | |
| Planning and scheduling have been prepared in accordance of scope, specification and codes specified and good engineering practice | | | | | | |  | SO:  Name/Chop/Date | |
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| Page | 3/3 |
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| Date: | |
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| Date: | |
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| 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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