

Time Impact Analysis Procedure Checklist

1. Study the scope of the change (alleged or directed), or the extent of the delay encountered.
2. Review all reference material, such as appropriate contract clauses, construction drawings, sketches, specifications, vendor data, regulatory and administrative codes, field directives, correspondence, and cost estimates. Prepare an accurate description of the changed condition or delay encountered.
3. Identify all contacting parties who are affected by the direct or indirect delay and request any participation or documentation assistance that may be necessary.
4. Determine which activity or activities on the project schedule is or are potentially impacted by the added, delayed or changed work.
5. Review the schedule and determine the scheduled start and finish dates for all affected activities.
6. From the record-keeping systems and from contacts with key project staff, identify and document the facts associated with the change and/or delay issue.
7. Prepare a fragnet analysis illustrating the sequence of delay and define its relationship to the current adjusted schedule. The fragnet should identify the first notice involved and the sequence of activities necessary to mobilize the required work, and it should clearly demonstrate the effect or lack of effect of the alleged delay on the existing schedule and the remaining activities required to be performed.
8. Prepare a written narrative of the overall schedule analysis and derive a time impact position to be taken for each delay. Factual references to contract clauses, schedule information, drawings, specifications, sketches, industry standards, and any written or oral communications should be properly identified to support positions and ultimate conclusions. Weekends, holidays, and any recovery periods involved in the calculations should be noted. Also note any use or absorption of available float in the analysis.
9. Make sure that any extension of time for excusable delay is the direct result of the change or delay, and not for any non-excusable cause.
10. Formal documentation of each situation is encouraged. This can be accomplished by preparing a written time impact analysis to support each change order proposal and time extension request. These documents can be used in negotiations and during schedule update meetings.

Source: Proving and Pricing Construction Claims, Third Edition, Cushman, Robert F., et. al., Aspen Law & Business, New York (2001), pages 51-2.

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