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	Administration PROGRESS, SCHEDULES, AND NETWORK ANALYSIS SYSTEMS	
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CEMP-CE U.S. Army Corps of Engineers
CECW-OC Washington, D.C. 20314-1000

Regulation
ER 1-1-11 15 June 1995

Administration

PROGRESS, SCHEDULES, AND NETWORK ANALYSIS SYSTEMS

1. Purpose. This regulation states the policy on the use of any of the various schedule management methods. The basic regulation provides general policy relative to the use of the various systems (bar charts, network analysis etc.) as well as administration of contract provisions. If this ER conflicts with the Federal Acquisition Regulations or any of its supplements, they shall govern over the ER.

2. Applicability. This regulation is applicable to all USACE commands.

3. References.

a. FAR 52.236-15.

b. DOD FAR Supplement 236.273

c. EP 415-1-4

d. CEGS 01310

4. Policy. Obtaining quality construction on time and within budget is a primary goal of the U.S. Army Corps of Engineers. In order to manage the time specified for the accomplishment of a project, a schedule is required on construction contracts by references 3.a. & 3.b. The contractor is responsible for scheduling the work and progress so that the contract completion date is met. The Administrative Contracting Officers (ACO) monitors the contractor's schedule to assure compliance. If a schedule is not provided, the Contracting Officer may withold progress payments per paragraph (a) of reference 3.a. If actual progress fails to meet the schedule, the Contracting Officer shall take appropriate actions to assure compliance with the progress of the work. Therefore, the schedule is vital to effective construction management by the contractor and the Government. Reference 3.d. allows the District Technical Staff to choose the type of contract schedule during the design phase. Bar charts can be used to manage simple jobs. When by its nature a construction project or other effort is complex with many interrelated activities, a network schedule may be the most effective tool for analyzing progress, projecting completion, and

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This regulation supersedes ER 1-1-11, dated 15 March 1990.

calculating payment commensurate with actual progress. The determination of applicability of network scheduling is the responsibility of the Contracting Officer. When determined to be applicable, network schedules must be carefully specified, updated regularly, and used effectively. Standard data exchange format shall be used to monitor a contractor's schedule when the contractor and the Government operate on different programs.

5. Description of the System. A network schedule requires first a logic diagram graphically depicting the sequence and interdependence of the work. It can be drawn in either the precedence or arrow diagram format, but it must accurately represent the intended work sequence and indicate actual constraints. Details of diagramming techniques are contained in Reference 3.c. Network Analysis System Guide. Once the logic diagram is made, an analysis is required which calculates early and late start and finish dates for the activities as well as the spare time or float available to accomplish the activity. Resource data such as cost and responsibility may be entered for activities also. Once calculated, these results can be ordered in different arrangements or sorts and compiled into specific reports for management purposes. Actual progress must be entered once work commences. Based on this progress, revised start and finish dates, and progress payment can be calculated.

6. Use of the System.

a. Network Analysis System (NAS), being a management control tool, may be applied to many aspects of the work by the Corps of Engineers. It can be employed profitably in the management of in-house operations such as engineering and design, and life cycle project management. A comprehensive life cycle analysis of a major civil works project should include, but not be limited to, activities for preparation of design memos and environmental impact statements, real estate planning and acquisition, preparation of plans and specifications, reservoir clearing, advertising and/or negotiation for construction, relocation and recreation contracts. Annual funding forecasts can be derived from early and late finish sorts of the analysis if costs have been assigned to each activity. Analysis can be used to set construction time prior to advertisement or select alternative contracting methods when user requirements preclude the use of sealed bidding.

b. Construction schedules after contract award should be contractor prepared in order to involve the contractor in the actual planning. Updates of actual progress should also have contractor participation as well as Government concurrence since

the resultant analysis will project early or late contract accomplishment and progress payment due. Changes to the work and occurrences which impact progress must be entered in the schedule logic in order to keep the schedule up to date, to reflect actual job progress, to determine where the contractor must accelerate to regain the schedule when behind due to his/her own actions, and to determine the impact and effect of Government actions on the contractor in order to provide equitable adjustments to the contract time as required.

7. Contract Administration.

a. When the Contracting Officer has determined that NAS will be specified for use on a construction contract, the provision of the specifications must be carefully edited for the specific job. Reference 3.d. CEGS 01310, contains numerous notes indicating where such editing can be done. This editing is not only permissible, but is also mandatory.

b. The contractor should submit his/her NAS within the time required by the specifications. The schedule must be verified as being logical and the completion dates attainable. Failure to enforce this requirement is highly detrimental to project management. Partial payments cannot be processed until an acceptable NAS schedule has been submitted. The Contracting Officer may not allow work to start nor make partial payments until an acceptable schedule (interim or final) is received and approved. Once approved, the schedule must be maintained up to date with regard to job progress and changes. Failure to maintain job progress is fatal to effective schedule management.

c. Reference 3.d. is a guide specification for a contractor prepared NAS. This provision serves as an example of the authorization of reference 3b. Specific contract requirements will dictate how this provision is edited.

d. Appendix A contains the Standard Data Exchange Format specification. This format should be specified and used to transfer contract schedule data between different contractor and Government NAS programs.

8. Implementation. NAS can be a valuable tool in both Corps life cycle project management and contract administration. NAS schedule data can be used to project contract completion, schedule Government actions, incorporate changes and occurrences during execution of the contract, analyze their effect on the contract completion, and arrive at equitable adjustments. The following actions should be implemented to assure effective management by use of NAS where it is selected and specified:

a. Assure that appropriate Government personnel at all levels are adequately trained in the use of NAS. Basic training is available through the HQUSACE Construction Training Program.

b. Carefully edit CEGS 01310 to fit job requirements. When necessary, transfer of data should be accomplished by inclusion of a technical provision for standard data exchange format when the contractor and the Government use different programs. The Government should not dictate a proprietary system.

c. After receipt, promptly and carefully review the submission of the NAS. A conference type review with the contractor is effective. Verify the schedule logic, contract conformance, and approve or disapprove the schedule promptly.

d. Enforce all contract clauses and provisions for submission, updating, reporting, and payments, and insist upon the ACO's approval of all input data prior to updating. Failure to maintain an accurately updated schedule will undermine all attempts to manage the schedule properly.

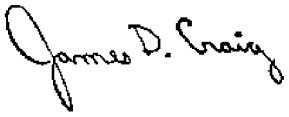
e. Include submittals, approvals, etc in the schedule.

f. At the time notice-to-proceed is given for a change order, promptly incorporate the logic changes in the network. Analysis of the effect of changes on the schedule will provide the basis for equitable time extensions of the contract.

g. When work is delayed by causes beyond the contractor's control, the contractor is obligated to notify the ACO within 10 days of the beginning of the delay. The ACO is then obligated to ascertain the facts, establish the extent of the delay, and extend the contract time when justified. These determinations can be made only if the schedule is accurately updated.

h. Avoid specifying proprietary computer programs. Contractors should be encouraged to prepare their own analysis in lieu of hiring consultants to plan and update their schedules.

FOR THE COMMANDER:



1 Appendix
APP A - Standard Data Exchange Format specification

JAMES D. CRAIG
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STANDARD DATA EXCHANGE FORMAT SPECIFICATION

PART 1- GENERAL

1. Application of This Provision: The Standard Data Exchange Format (SDEF) provides a nonproprietary protocol to exchange project planning and progress data between scheduling systems.

2. File Type and Format: The data file shall consist of a 132 character, freed format, “ASCII” file. Text shall be left-justified and numbers shall be right-justified in each field. Data records must conform, exactly, to the sequence, column position, maximum length, mandatory values, and field definitions described below to comply with the SDEF. Unless specifically stated, all numbers shall be whole numbers. Fields containing numbers shall not be zero filled. All data columns shall be separated by a single blank column. The file shall not contain blank lines.

3. Usage Notes: Where appropriate, notes regarding proper usage of systems to support the SDEF have been included in brackets ([ ]). These notes are included to assist users in creating SDEFcompatible files, given the variety of software systems that support the SDEF.

4. Recommended Systems: Several systems have been tested to determine the accuracy of importing and exporting SDEF files. For information on the current list of recommended systems please contact Mr. Brad James at HQUSACE, (202) 761-5541. Although the currently listed system have been tested other systems may also be acceptable provided those systems correctly import and export SDEF files.

5. SDEF Checker Program: To verify SDEF files meet the specified guidelines download the SDEF Checker utility from the winrms website. Go to http://winrms.usace.army.mil, click on the **User Manuals** Link to the left and then click on the **P3 SDEF** Link to the left.

PART 2- SDEF SPECIFICATION

6. SDEF Organization: The SDEF shall consist of the following records provided in the exact sequence shown below:

* Change in POC information.

Paragraph Reference	Record Description	Remarks
6.a	Volume Record	Mandatory First Line of File
6.b	Project Record	Mandatory Second Line of File
6.c	Calendar Record(s)	Mandatory One Record Minimum
6.d	Holiday Record(s)	Mandatory if Holidays Used
6.e	Activity Record(s)	Mandatory Records
6.f	Precedence Record(s)	Mandatory for Precedence
6.g	Unit Cost Record(s)	Mandatory for Unit Costs
6.h	Progress Record(s)	Mandatory Records
6.i	File End Record	Mandatory Last Line of Disk/File

6.a. Volume Record: The Volume Record shall be used to control the transfer of data that may not fit on a single disk. The first line in every file used to store SDEF data shall be the Volume Record. The Volume Record shall sequentially identify the number of the data transfer disk(s). The Volume Record shall have the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1 - 4	4	VOLM	Fixed	Filled
DISK NUMBER	6 - 7	2	√	Number	Right Justified

6.a.(l) The RECORD IDENTIFIER is the first four characters of this record. The required value for this field shall be “VOLM”. The VOLM record must appear on the first line of the SDEF data file.

6.a.(2) The DISK NUMBER field shall identify the number of the data disk used to store the data exchange information. If all data may be contained on a single disk, this field shall contain the value of “l”. If more disks are required, then the second disk shall contain the value “2”, the third disk shall be designated with a “3”, and so on. Identifcation of the last data disk is accomplished in the Reject End Record.

6.b. Project Record: The Project Identifier Record shall contain general project information. Because more than one SDEF file may be required for data transfer between large projects, the PROJ record shall be the second line of the first SDEF file transferred. The PROJ record shall contain information in the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1- 4	4	PROJ	Fixed	Filled
DATA DATE	6- 12	7	√	ddmmmyy	Filled
PROJECT IDENTIFIER	14-17	4	√	Alpha.	Left Justified
PROJECT NAME	19-66	48	√	Alpha.	Left Justified
CONTRACTOR NAME	68-103	36	√	Alpha.	Left Justified
ARROW OR PRECEDENCE	105-105	1	A,P	Fixed	Filled
CONTRACT NUMBER	107-112	6	√	Alpha.	Left Justified
PROJECT START	114-120	7	√	ddmmmyy	Filled
PROJECT END	122-128	7	√	ddmmmyy	Filled

6.b.(1) The RECORD IDENTIFIER is the first four characters of this record. The required value for this field shall be “PROJ”. This record shall contain the general project information and indicates which scheduling method shall be used.

6.b.(2) The DATA DATE is the date of the schedule calculation. The abbreviation “ddmmmyy” refers to a date format that shall translate a date into two numbers for the day, three letters for the month, and two numbers for the year. For example, March 1, 1999 shall be translated into OlMar99. This same convention for date formats shall be used throughout the entire data format. To ensure that dates are translated consistently, the following abbreviations shall be used for the three character month code:

Abbreviation	Month
JAN	January
FEB	February
MAR	March
APR	April
MAY	May
JUN	June
JUL	July
AUG	August
SEP	September
OCT	October
NOV	November
DEC	December

6.b.(3) The PROJECT IDENTIFIER is a maximum four character abbreviation for the schedule. These four characters shall be used to uniquely identify the project and specific update as agreed upon by Contractor and Contracting Officer. When utilizing scheduling software these four characters shall be used to select the project. Software manufacturers shall provide information to users to ensure that data importing programs do not automatically overwrite other schedules with the same PROJECT IDENTIFIER.

6.b.(4) The PROJECT NAME field shall contain the name and location of the project edited to fit the space provided. The data appearing here shall appear on scheduling software reports. The abbreviation "Alpha." refers to an "Alphanumeric" field value and shall be used throughout the remainder of this specification.

6.b.(5) The CONTRACTOR NAME field shall contain the Construction Contractor's name, edited to fit the space provided.

6.b.(6) The ARROW OR PRECEDENCE field shall indicate which method shall be used for calculation of the schedule. The value "A" shall signify the Arrow Diagramming Method. The value "P" shall signify the Precedence Diagramming Method. The ACTIVITY ID field of the Activity Record shall be interpreted differently depending on the value of this field. The Precedence Record shall be required if the value of this field is "P". [Usage note: software systems may not support both arrow and precedence diagramming. It is recommended that the selection of the type of network be based on the capabilities of the software used by project partners.]

6.b.(7) The CONTRACT NUMBER field shall contain the contract number for the project. For example, the construction contract number DACA85-89-C-0001 shall be entered into this field as "890001".

6.b.(8) The PROJECT START field shall contain the date that the Contractor acknowledges the Notice to Proceed (NTP). [Usage note: Software systems may use a project start date to constrain the first activity of a network. To ensure consistent scheduling calculations across products, it is recommended that the first activity in the schedule contain an EARLY START constraint and a software system's PROJECT START date only be used to report on the project's start date.]

6.b.(9) The PROJECT END field shall contain the date that the Contractor plans to complete the work as approved by the Contracting Officer. [Usage note: software systems may use a project end date to constrain the last activity of a network. To ensure consistent scheduling calculations across products, it is recommended that the last activity in the schedule contain an EARLY START constraint and a software system's PROJECT END date only be used to report on the project's end date.]

6.c. Calendar Record: The Calendar Record(s) shall follow the Project Identifier Record in the first disk of data transferred. A minimum of one Calendar Record shall be required for all data exchange activity files. The format for the Calendar Record shall be as follows:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1 - 4	4	CLDR	Fixed	Filled
CALENDAR CODE	6 - 6	1	√	Alpha.	Filled
WORKDAYS	8 - 14	7	SMTWTFS	Fixed	Filled
CALENDAR DESCRIPTION	16-45	30	√	Alpha.	Left Justified

6.c.(1) The RECORD IDENTIFIER shall always begin with “CLDR” to identify it as a Calendar Record. Each Calendar Record used shall have this identification in the first four columns. [Usage note: Systems contain a variety of calendar options. It is recommended that the least common denominator of calendar features between the systems be used as the basis for creating the SDEF file for a given project.]

6.c.(2) The CALENDAR CODE shall be used in the activity records to signify that this calendar is associated with the activity. [Usage note: Some systems do not allow for alphanumeric CALENDAR CODES, but only allow positive integers from 1 to 9. It is recommended that only positive integers be used for the CALENDAR CODE field to support the widest variety of scheduling systems.]

6.c.(3) The WORKDAYS field shall contain the work-week pattern selected with “Y”, for Yes, and “N”, for No. The first character shall be Sunday and the last character Saturday. An example of a typical five (5) day work-week would be NYYYYYN. A seven (7) day work-week would be YYYYYYY.

6.c.(4) The CALENDAR DESCRIPTION shall be used to briefly describe the calendar used.

6.d. Holiday Record: The Holiday Record(s) shall follow the Calendar Record(s) in the first disk of data transferred. There may be calendars without any holidays designated or several Holiday Records for each Calendar Record(s). The format for the Holiday Record shall be as follows:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1 - 4	4	HOLI	Fixed	Filled
CALENDAR CODE	6 - 6	1	√	Alpha.	Filled
HOLIDAY DATE	8 - 14	7	√	ddmmmyy	Filled
HOLIDAY DATE	16-22	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	24-30	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	32-38	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	40-46	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	48-54	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	56-62	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	64-70	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	72-78	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	80-86	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	88-94	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	96-102	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	104-110	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	112-118	7	-	ddmmmyy	May be Filled
HOLIDAY DATE	120-126	7	-	ddmmmyy	May be Filled

6.d.(1) The RECORD IDENTIFIER shall always begin with “HOLI”. Each Holiday Record used shall have this identification in the first four columns.

6.d.(2) The CALENDAR CODE indicates which work-week calendar the holidays shall be applied to. More than one HOLI record may be used for a given CALENDAR CODE.

6.d.(3) The HOLIDAY DATE shall contain the date of each individual non-work day.

6.e. Activity Records: Activity Records shall follow any Holiday Record(s). If there are no Holiday Record(s), then the Activity Records shall follow the Calendar Record(s). There shall be one Activity Record for every activity in the network. Each activity shall have one record in the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1-4	4	ACTV	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
ACTIVITY DESCR.	17-46	30	√	Alpha.	Left Justified
ACTIVITY DURATION	48-50	3	√	Integer	Right Justified
CONSTRAINT DATE	52-58	7		ddmmmyy	May be Filled
CONSTRAINT TYPE	60-61	2		ES or LF	May be Filled
CALENDAR CODE	63-63	1	√	Alpha.	Filled
HAMMOCK CODE	65-65	1	Y, blank	Fixed	May be Filled
WORKERS PER DAY	67-69	3		Integer	Right Justified
RESPONSIBILITY CODE	71-74	4		Alpha.	Left Justified
WORK AREA CODE	76-79	4		Alpha.	Left Justified
MOD OR CLAIM NO.	81-86	6		Alpha.	Left Justified
BID ITEM	88-93	6		Alpha.	Left Justified
PHASE OF WORK	95-96	2		Alpha.	Left Justified
CATEGORY OF WORK	98-98	1		Alpha.	May be Filled
FEATURE OF WORK	100-128	30		Alpha.	Left Justified

6.e.(1) The RECORD IDENTIFIER for each activity description record must begin with the four character “ACTV” code. This field shall be used for both the Arrow Diagram Method (ADM) and Precedence Diagram Method (PDM),

6.e.(2) The ACTIVITY ID consists of coding that shall differ, depending on whether the ADM or PDM method was selected in the Project Record. If the ADM method was selected then the field shall be interpreted as two right-justified fields of five (5) integers each. If the PDM method was selected the field shall be interpreted as one (1) right-justified field of ten (10) integers each. The maximum activity number allowed under this arrangement is 99999 for ADM and 9999999999 for the PDM method. [Usage note: Many systems allow alphanumeric ACTIVITY IDs. While the SDEF does not strictly, allow the use of alphanumeric values, users may agree to use the ACTIVITY ID field to exchange alphanumeric data. It is recommended that the ACTIVITY ID be restricted to integers when one or more of the systems being used for scheduling allows only integer ACTIVITY ID values.]

6.e.(3) The ACTIVITY DESCRIPTION shall be a maximum of 30 characters. Descriptions must be limited to the space provided.

6.e.(4) The ACTIVITY DURATION contains the estimated original duration for the activity on the schedule. The duration shall be based upon the work-week designated by the activity’s related calendar.

6.e.(5) The CONSTRAINT DATE field shall be used to identify a date that the scheduling system may use to modify float calculations. If there is a date in this field, then there must be a valid entry in the CONSTRAINT TYPE field.

6.e.(6) The CONSTRAINT TYPE field shall be used to identify the way that the scheduling system shall use the CONSTRAINT DATE to modify schedule float calculations. If there is a value in this field, then there must be a valid entry in the CONSTRAINT DATE field. The valid values for the CONSTRAINT TYPE are as follows:

Code	Definition
ES	The CONSTRAINT DATE shall replace an activity's early start date, if the early start date is prior to the CONSTRAINT DATE.
LF	The CONSTRAINT DATE shall replace an activity's late finish date, if the late finish date is after the CONSTRAINT DATE.

[Usage note: Systems provide a wide variety of constraint types that may not be supported by other systems. It is recommended that constraint types be restricted to the values above regardless of the capabilities of the various systems being used for scheduling.]

6.e.(7) The CALENDAR CODE relates this activity to an appropriate work-week calendar. The ACTIVITY DURATION must be based on the valid work-week referenced by this CALENDAR CODE field.

6.e.(8) The HAMMOCK CODE indicates that a particular activity does not have its own independent duration, but takes its start dates from the start date of the preceding activity (or node) and takes its finish dates from the finish dates of its succeeding activity (or node). If the value of the HAMMOCK CODE field is "Y", then the activity is a hammmock activity.

6.e.(9) The WORKERS PER DAY shall contain the average number of workers expected to work on the activity each day the activity is in progress. If this code is required by project scheduling specifications, values for this data will be right justified. Activities without workers per day shall have a value of "0".

6.e.(10) The RESPONSIBILITY CODE shall identify the subcontractors or major trade involved with completing the work for the activity. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(11) The WORK AREA CODE shall identify the location of the activity within the project. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(12) The MOD OR CLAIM NUMBER shall uniquely identify activities that are added or changed on a construction contract modification, or activities that justify any claimed time extensions. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(13) The BID ITEM shall identify the bid item number associated with each activity. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(14) The PHASE OF WORK shall identify the timing of a specific activity within the entire project. If this code is required by project scheduling specifications, value for this data will be left justified.

6.e.(15) The CATEGORY OF WORK shall identify the general type of work performed by every activity. If this code is required by project scheduling specifications, value for this data will be placed in the field.

6.e.(16) The FEATURE OF WORK shalI identify a very broad designation of the general type of work that is being accomplished by the activity. If this code is required by project scheduling specifications, value for this data will be left justified. [Usage note: Many systems require that FEATURE OF WORK values be placed in several activity code fields. It is recommended that users review SDEF documentation to determine the correct way to use a given software system to produce the FEATURE OF WORK code.]

6.f. Precedence Record: The Precedence Record(s) shall follow the Activity Records if a Precedence Diagram Method schedule (PDM) is identified in the ARROW OR PRECEDENCE field of the Project Record. The Precedence Record has the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1 - 4	4	PRED	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
PRECEDING ACTIVITY	17 -26	10	√	Integer	See Comment Below
PREDECESSOR TYPE	28-28	1	√	S, F, C	Filled
LAG DURATION	30-33	4	√	Integer	Right Justified

6.f.(1) The RECORD IDENTIFIER shall begin with the four characters “PRED” in the first four columns of the record.

6.f.(2) The ACTIVITY ID identifies the activity whose predecessor shall be specified in this record.

6.f.(3) The PRECEDING ACTIVITY number is the number of an activity that precedes the activity noted in the ACTIVITY ID field.

6.f.(4) The PREDECESSOR TYPE field indicates the type of relation that exists between the chosen pair of activities. Valid PREDECESSOR TYPE fields areas follows:

Code	Definition
S	Start-to-Start relation
F	Finish-to-Finish relation
C	Finish-to-Start relation

[Usage note: Some systems provide additional predecessor types that may not be supported by all other systems. It is recommended that predecessor types be restricted to the values above regardless of the capabilities of the various systems being used for scheduling.]

6.f.(5) The LAG DURATION field contains the number of days delay between the preceding and current activity. [Usage note: Some systems allow negative values for the LAG DURATION. Because these values are not supported by all other systems, it is recommended that values be restricted to zero and positive integers.]

6.g. Unit Cost Record: The Unit Cost Record shall follow all Precedence Records. If the schedule utilizes the Arrow Diagram Method, then the Unit Cost Record shall follow any Activity records. There shall be one Unit Cost Record for every activity that is not a lump sum activity. [Usage note: (1) It is recommended that users who wish to exchange unit cost data contact SDEF vendor representatives to determine the ability of the software system to import/export unit cost information. (2) If the software being used by each member of the project team supports unit cost data then users may wish to conduct a trial run of the SDEF data exchange with a two or three-activity network to ensure that unit cost data transfers as expected. If problems are found please consult vendor representatives for resolution prior to exchange of full project schedules. (3) Unit cost record data does not, in most systems, result in the correct values being placed in the ACTIVITY COST and COST TO DATE fields of the Progress (PROG) Record. Users must, at this time, manually transfer the data from the Unit Cost Record to the Progress Record.

The fields for this record shall take the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1 - 4	4	UNIT	Fixed	Filled
ACTIVITY ID	6-15	10	√	Integer	See Comment Below
TOTAL QTY	17-29	13	√	Format 8.4	Right Justified
COST PER UNIT	31-43	13	√	Format 8.4	Right Justified
QTY TO DATE	45-57	13	√	Format 8.4	Right Justified
UNIT OF MEASURE	59-61	3	√	Alpha.	Left Justified

6.g.(1) The RECORD IDENTIFIER shall be identified with the four characters ‘UNIT” placed in the first four columns of the record.

6.g.(2) The ACTlVITY ID for each activity shall match the format described in the activity record. Each activity may have only one Unit Cost Record.

6.g.(3) The TOTAL QTY is the total amount of material to be used in this activity. This number consists of eight digits, one decimal point and four more digits. An example of a number in this format is “11111111.1111”. If decimal places are not needed this field shall still contain a “.0000” in columns 25-29. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(4) The COST PER UNIT is the cost, in dollars and cents, for each unit to be used in this activity. This number consists of eight digits, one decimal point, and four more digits. An example of a number in this format is “11111111.1111”. If decimal places are not needed this field shall still contain a “.0000” in columns 39-43. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(5) The QTY TO DATE is the quantity of material installed in this activity up to the data date. This number consists of eight digits, one decimal point, and four more digits. An example of a number in this format is “11111111.1111”. If decimal places are not needed this field shall still contain a “.0000” in columns 53-57. [Usage note: Many systems support a different format for this value that does not include as many decimal places. It is recommended that users determine their requirements for significant digits based on the lowest common denominator of the software systems being used for a given project.]

6.g.(6) The UNIT OF MEASURE is an abbreviation that may be used to describe the units being measured for this activity. Valid values for this field are any meaningful English or metric unit, except “LS” for Lump Sum. Lump Sum activities are not to have Unit Cost Records.

6.h. Progress Record: Progress Record(s) shall follow all Unit Cost Record(s). If there are no Unit Cost Record(s), then the Progress Record(s) shall follow all Precedence Records. If the schedule utilizes the Arrow Diagram Method, then the Progress Record shall follow any Activity Records. One Progress Record is required for every activity in the Activity Record. The fields for this Record shall be provided in the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1-4	4	PROG	Fixed	Filled
ACTIVITY ID	6-5	10	√	Integer	See Comment Below
ACTUAL START DATE	17-23	7	√	ddmmmyy	Filled if Started
ACTUAL FINISH DATE	25-31	7	√	ddmmmyy	Filled if Finished
REMAINING DURATION	33-35	3	√	Integer	Right Justified
ACTIVITY COST	37-48	12	√	Format 9.2	Right Justified
COST TO DATE	50-61	12	√	Format 9.2	Right Justitied
STORED MATERIAL	63-74	12	√	Format 9.2	Right Justified
EARLY START DATE	76-82	7	√	ddmmmyy	Filled if Not Started
EARLY FINISH DATE	84-90	7	√	ddmmmyy	Filled if Not Finished
LATE START DATE	92-98	7	√	ddmmmyy	Filled if Not Started
LATE FINISH DATE	100-1067		√	ddmmmyy	Filled if Not Finished
FLOAT SIGN	108-1081		+,-	Fixed	Filled if Not Finished
TOTAL FLOAT	110-1123		√	Integer	R. Just. if Not Finished

6.h.(1) The RECORD IDENTIFIER shall begin with the four characters “PROG” in the first four columns of the record.

6.h.(2) The ACTIVITY ID for each activity for which progress has been posted shall match the format described in the Activity Record.

6.h.(3) An ACTUAL START DATE is required for alI in-progress activities. The ACTUAL START DATE shall be the same as, or later than, the PROJECT START date contained in the Project Record. The ACTUAL START DATE shall also be the same as, or prior to, the DATA DATE contained in the Project Record. If there is an ACTUAL START DATE for an activity that there must also be a REMAINING DURATION, and the values for the EARLY START DATE and LATE START DATE are blank. [Usage note: Some systems allow default values for ACTUAL START DATE if the date is not entered by the user. Because the failure to include a start date for activities may result in different schedule calculations, it is recommended that the ACTUAL START DATE be required for all activities in progress.]

6.h.(4) An ACTUAL FINISH DATE is required for all completed activities. If the REMAINING DURATION of an activity is zero, then there must be an ACTUAL FINISH DATE. If there is an ACTUAL FINISH DATE, then values for the EARLY START DATE, LATE START DATE, EARLY FINISH DATE, LATE FINISH DATE, FLOAT SIGN, and TOTAL FLOAT shall be blank. [Usage note: Some systems allow default values for ACTUAL FINISH DATE if the date is not entered by the user. Because the failure to include a finish date for activities may result in different schedule calculations, it is recommended that the ACTUAL FINISH DATE be required for all activities in progress.]

6.h.(5)AREMAINlNG DURATION is required for all activities. Activities that have not started shall have a remaining duration equal to their original duration. Activities completed based on time, shall have a zero (0) REMAINING DURATION. [Usage note: Systems have a variety of "short-cut" methods to determine the REMAINING DURATION value. It is recommended that users actually consider the time required to complete the remaining work on a given task, rather than allow a system to calculate the remaining duration based on the amount of work that has already been accomplished.]

6.h.(6) The ACTIVITY COST contains the estimated earned value of the work to be accomplished in the activity. An example of a number in this format is "1111111 11.11". If decimal places are not needed this field shall still contain a ".00" in the last three columns of this field. [Usage note: Users should inquire of software vendors if the user needs to add a zero in the data field to produce the default value "0.00".]

6.h.(7) The COST TO DATE contains the earned value for the activity. If there is an ACTUAL START DATE, then there must also be some value for COST TO DATE. An example of a number in this format is "111111111.11". If decimal places are not needed, this field shall still contain a ".00" in the last three columns of this field. The COST TO DATE is not tied to REMAINING DURATION. For example, if the REMAINING DURATION is "0", the COST TO DATE may only be 95% of the ACTIVITY COST. This difference may be used to reflect 5% retainage for punch list items. [Usage note: Systems implement cost information in different ways. It is recommended that users carefully review SDEF documentation and test results to determine how to ensure that SDEF data is exported correctly.]

6.h.(8) The STORED MATERIAL field contains the value of the material that the Contractor has paid for and is on site or in secure storage areas that is a portion of the COST TO DATE. An example of a number in this format is "111111111.11". If decimal places are not needed, this field shall still contain a ".00" in the last three columns of this field. [Usage note: Systems implement the stored materials field in a variety of ways. Many systems do not enforce STORED MATERIAL + COST TO DATE < ACTIVITY COST. To avoid potential confusion between systems, it is recommended that new activities be added to a schedule to reflect the cost of large equipment procurement rather than use the STORED MATERIALS field.]

6.h.(9) The EARLY START DATE indicates the earliest date possible that an activity can start as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL START DATE, then this field shall be blank.

6.h.(10) The EARLY FINISH DATE indicates the earliest date possible that an activity can finish as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank.

6.h.(11) The LATE START DATE indicates the latest date that an activity can begin as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL START DATE, then this field shall be blank.

6.h.(12) The LATE FINISH DATE indicates the latest date that an activity can finish as calculated by a CPM scheduling system or other Contracting Officer approved planning method. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank.

6.h.(13) The FLOAT SIGN indicates whether the float time calculated using a CPM scheduling system or other Contracting Officer approved planning method, is positive or negative in nature. If the progress record for an activity contains an ACTUAL FINISH DATE, then this field shall be blank. In the case of zero float this field shall be blank.

6.h.(14) The TOTAL FLOAT indicates the total float time. In the Precedence Diagram Method (PDM), the total float is the difference between the early and late start or finish dates. In the Arrow Diagram Method (ADM), the total float is equal to the late event time at the end of the activity, minus the sum of the early event time at the start of the activity plus the duration of the activity.

6.i. Project End Record: The Project End Record shall be used to identify that the data file is completed. If the ASCII End of File character is encountered, then data import programs shall use that character to infer that the data continues on the next disk. The user shall then be prompted for the next disk number, based on the VOLM record data. The Project End Record shall be the last record of the entire data file, and shall have the following format:

Description	Column Position	Max. Len.	Req. Value	Type	Notes
RECORD IDENTIFIER	1-3	3	END	Fixed	Filled

6.i.(1) The RECORD IDENTIFIER for the Project End Record shall be “END”. Data contained in the data exchange file that occurs after this record shall not be used.