Time Impact Analysis (TIA) Preparation Checklist for Government Contractors

Introduction

Time Impact Analysis (TIA) is a forward-looking scheduling methodology widely accepted in federal construction projects. It is used to evaluate the effect of specific delay events on the project's critical path and overall completion date. When properly prepared, TIA strengthens entitlement for time extensions and supports equitable adjustment claims.

Importance of TIA in Federal Projects:
• Establishes causal link between delay event and schedule impact
• Provides contemporaneous, contract-aligned delay evaluation
• Protects entitlement for time extensions
• Strengthens negotiation position in disputes

Risks of Improper Analysis:
• Rejection of time extension requests
• Weak claim defensibility
• Exposure to liquidated damages
• Reduced credibility with contracting officers

Pre-TIA Preparation

Required Documentation Checklist:
• Most recent approved schedule update
• Baseline schedule
• Contract specifications and clauses
• Delay event documentation (RFI, directive, weather logs, etc.)
• Correspondence records
• Daily reports

Schedule Update Verification:
• Confirm update acceptance status
• Validate logic integrity (no open ends)
• Confirm critical path accuracy
• Verify data date alignment

Contract Notice Requirements:
• Verify written notice timelines
• Confirm compliance with FAR or agency-specific clauses
• Ensure documentation supports entitlement

Fragnet Development Guide

Logical Integration Steps:
1. Define scope of delay event
2. Create fragnet reflecting realistic work sequence
3. Tie fragnet to proper predecessors and successors
4. Run CPM recalculation
5. Document schedule impact

Avoiding Artificial Constraints:
• Do not manipulate float
• Avoid unnecessary date constraints
• Maintain natural logic flow
• Preserve schedule transparency

Float Analysis Guidance:
• Compare pre- and post-fragnet float values
• Identify shift in critical path
• Quantify impact on project completion date

Concurrent Delay Evaluation

Identification Framework:
• Determine overlapping delay periods
• Separate contractor-caused vs owner-caused delays
• Analyze impact on critical path

Risk Factors:
• Reduced entitlement due to concurrency
• Shared responsibility complications
• Legal interpretation challenges

Reporting Structure

Executive Summary Template Should Include:
• Description of delay event
• Contract reference
• Methodology summary
• Impacted completion date
• Requested time extension

Before/After Comparison Tables:
• Original completion date
• Adjusted completion date
• Critical path activities
• Total days of impact

Narrative Structure Guide:
• Chronological explanation
• Logical reasoning
• Supporting documentation references
• Clear conclusion and request