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SCHEDULING TERMS & MEANINGS	
Term	Meaning
Activity	Work in a schedule is based on certain work tasks (called Activities) required to perform the project.
Predecessor Activity	Activity in schedule that occurs <u>before</u> another Activity (Successor Activity) can be logically performed.
Successor Activity	Activity in schedule that logically occurs <u>after</u> another Activity (Predecessor Activity) is performed.
Baseline Schedule	Initial as-planned schedule for performing the work.
Critical Path	Longest path of Activities to project's substantial completion date. (The sum of the durations of Activities on the Critical Path should equal to the total duration of the project so a delay to an Activity on the Critical Path will delay the project's completion.) Activities on the Critical Path are typically depicted in red.
Critical Path Method (CPM)	Schedule with network of Activities depicting the Critical Path.
Data Date	Reflected on the schedule as the date used as the starting point or status date for the calculations and dates in the given schedule.
Dates	Refers to dates included in schedule.
Early Start	Earliest date an Activity can start.
Early Finish	Earliest date an Activity can finish.
Late Start	Latest date an Activity can start before delaying the project's substantial completion (if not finished by the Late Finish Date).
Late Finish	Latest date an Activity can finish before delaying the project's substantial completion.
Duration	Number of days or performance period for an Activity.
Float	Represents amount of time (number of days) an Activity can be delayed before it delays other Activities and/or the Project's completion.
Total Float	Amount of time (number of days) an Activity can be delayed without delaying other Activities and, importantly, the <u>project's substantial completion</u> date. Can be determined by subtracting Early Finish Date from Late Finish Date.
Free Float	Amount of Time (number of days) an Activity can be delayed or its duration extended before it will delay the start of a Successor Activity. Generally amount of time an Early Finish Date of an Activity can be delayed without delaying the start of a Successor Activity.
Negative Float	Means Activity is already delayed by "x" number of days (and, likely, the completion date is also delayed). If project has Negative Float, this means project is already delayed by "x" number of days.
Positive Float	Means an Activity is not a critical activity and has Float. If project has Positive Float this should mean project is scheduled to be completed before completion date.
Zero Float	Means an Activity has 0 days of Float and is a critical activity / activity on the Critical Path.
Logic	The (logical) link / relationship between Activities in the schedule that define how the performance of the work is sequenced.
Lag Time	Delay of a Successor Activity and represents the amount of time (number of days) that must pass after the Predecessor Activity finishes before the Successor Activity can start. It is the number of days that must pass before a Successor Activity can start and follow a Predecessor Activity. For example, Successor Activity B does not start for 2 days after Predecessor Activity A finishes. The lag time, or delay from the finish of Predecessor Activity A and the start of Successor Activity B, is 2 days.
Lead Time	When the Successor Activity can be advanced (accelerated) to start before the completion of the Predecessor Activity, the time overlap between the Predecessor Activity and Successor Activity is known as Lead Time. For example, Predecessor Activity A has a 30 day duration. After Activity A is underway for 15 days, Successor Activity B with a 20 day duration can start. The Lead Time would be 15 days which would be the time overlap between Activity A and Activity B.
Finish to Start	The common link / relationship where the Successor Activity cannot start until the Predecessor Activity is completed (the start of the Successor Activity is dependent on the completion of the Predecessor Activity). For example, Predecessor Activity A has to finish before Successor Activity B can start.
Start to Start	The common link / relationship where the Successor Activity cannot start until after the Predecessor Activity starts (the start of the Successor Activity is dependent on the start of the Predecessor Activity). For example, Successor Activity B cannot start until Predecessor Activity A starts.

Finish to Finish	The link / relationship where the completion of the Successor Activity is dependent on the completion of a Predecessor Activity. If activities are ongoing concurrently, the Successor Activity cannot complete until the Predecessor Activity is completed so it is important for the Predecessor Activity to remain ahead of the Successor Activity. For example, Successor Activity B cannot finish until Predecessor Activity A is finished.
Start to Finish	The link / relationship where a Successor Activity cannot complete until its Predecessor Activity starts. For example, Successor Activity B cannot finish until Predecessor Activity A starts.
Milestone Dates	Significant dates or milestones such as the notice to proceed, topping out, substantial completion, and final completion.
Schedule Update	Updates to the Baseline Schedule to reflect actual progress of Activities, revisions to how the work is to be performed, revisions to the Critical Path, and potentially, changes to the work.

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