

# DELAY ANALYSIS (EOT SUPPORTING STATEMENT)

**Project:** Project\_01\_Residential\_New\_Build – 2-Storey Dwelling

**Document Ref:** Delay\_Analysis\_v1

**Date:** 12.03.2026

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## 1. PURPOSE

This Delay Analysis supports the Extension of Time (EOT) request arising from a delay to the supply and installation of windows (WBS 5.1). The analysis explains the cause, timeline, programme impact, and resulting revised completion date.

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## 2. BACKGROUND

The approved baseline programme (Programme\_v1) indicated planned installation of windows (WBS 5.1) as a 1-week activity, scheduled to commence in Week 10 and complete in Week 10. The project's planned completion (handover) was Week 20.

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## 3. DELAY EVENT DESCRIPTION

**Delay Event:** Late delivery of windows due to supplier/transport disruption.

**Affected Work Package:** 5.1 Windows (Building Envelope)

**Nature of Delay:** The windows were not delivered to site in the planned timeframe, preventing installation as scheduled.

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## 4. DATE / PERIOD OF DELAY

### Planned Window Installation:

- Baseline Start: Week 10
- Baseline Finish: Week 10

### **Actual / Revised Window Installation:**

- Revised Start: Week 12
  - Revised Finish: Week 14
  - Total Delay Impact to this activity: 2 weeks (programme effect)
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### **5. CAUSE OF DELAY AND RESPONSIBILITY**

The delay was caused by supplier/transport issues outside the control of the contractor and site team. The contractor had planned installation based on the expected delivery date and had resources available. The delay is therefore considered an excusable delay event, and the contractor should not be held responsible for the resulting shift in completion.

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### **6. IMPACT ON PROGRAMME (CRITICAL PATH EFFECT)**

Windows (WBS 5.1) sits on the critical path because downstream activities depend on completion of the building envelope. The delay prevented the start of dependent activities, including:

- 5.2 External doors (dependent on 5.1)
- 5.3 External finishes (dependent on 5.2)
- 6.1 First fix MEP (dependent on completion of envelope works / 5.3 in the revised plan)
- 7.1–7.4 Internal finishes (dependent on MEP progression and completion)
- 9.1–9.3 Snagging, final inspection, and handover (dependent on internal completion)

As a result, the delay to windows caused a knock-on effect through the critical sequence of works and moved the planned completion date.

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### **7. MITIGATION MEASURES TAKEN**

The project team implemented reasonable mitigation actions to minimise the impact of the delay, including:

- Re-sequencing work where possible (e.g., continuing unaffected activities and maintaining readiness for installation).
- Confirming updated delivery information with the supplier and monitoring logistics.
- Maintaining coordination with subcontractors to reduce remobilisation time once windows arrived.

Despite mitigation, the affected activities could not proceed without the windows being available, and the critical path remained impacted.

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## 8. REVISED COMPLETION DATE AND EOT REQUEST

Baseline Completion (Programme\_v1): Week 20

Revised Completion (Programme\_v2\_EOT): Week 22

**EOT Requested:** 2 weeks

The requested Extension of Time aligns with the critical path delay resulting from the late delivery of windows and the confirmed impact to dependent activities through to handover.

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## 9. SUPPORTING DOCUMENTS

- Programme\_v1 (Baseline)
  - Programme\_v2\_EOT (Revised programme reflecting delay)
  - EOT\_Note\_v1 (Formal notice)
  - Supplier / delivery communication evidence (if applicable) – [email reference / note]
  - Site diary record / progress note (if applicable)
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## 10. CONCLUSION

The delay to window delivery (WBS 5.1) was outside the contractor's control and directly impacted the critical path of the project. The revised programme shows a 2-week shift in completion from Week 20 to Week 22. An Extension of Time of 2

weeks is therefore requested to reflect the excusable delay event and maintain an accurate contract completion date.

**Signed:** SZILARD

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**Role:** Project Management

**Date:** 12.03.2026