

Project Name:

Completed By:

Date:

These questions apply throughout the project lifecycle. The preferred responses are represented by white boxes. Gray box responses probably warrant further discussion, explanation, and/or documentation.

Description	Yes	No
1	Does the schedule document all the work necessary to complete the project?	
2	Does each detailed activity have at least one predecessor and one successor?	
3	Does every detailed activity have an identified owner/responsible party?	
4	Is every activity name/description unique?	
5	Does each activity name/description include a verb-noun combination? [e.g. Perform Test]	
6	Are appropriate holidays/shutdowns documented in the project calendar?	
7	Are necessary contractual/imposed dates documented in the schedule?	
8	Have any organizational standard activities, phases, milestones, or codes been included?	
9	Will the activity coding structure [WBS, custom fields etc.] allow for appropriate reporting?	
10	Are all appropriate procurement-related activities and delivery times included?	
11	Were the duration estimates provided by the activity owners?	
12	Are schedule contingencies present at appropriate points in the schedule?	
13	Has the critical path been identified?	
14	Has the use of lag values been minimized or eliminated?	
15	Has the use of "manually scheduled" activities been minimized or eliminated?	
16	Have constraint types other SNET [Start No Earlier Than] been minimized or eliminated?	
17	Has the use of SNET [Start No Earlier Than] constraints been minimized?	
18	Has the use of FF and SS relationship types been minimized or eliminated?	
19	Have necessary stakeholders reviewed and approved the schedule?	
20	Are negative lag [lead] values present?	
21	Are there activities with excessive durations [typically more than two reporting cycles]?	
22	Are there activities with excessively large Total Float values?	
23	Are there activities with negative Total Float values?	
24	Are there summary activities with predecessors or successors?	
25	Are there summary activities with resources assigned?	
26	Has the SF relationship type been used?	
The following questions apply only after your schedule has been approved/baselined.		
27	Has a baseline been established that represents the currently agree-to/approved dates?	
28	Is the Status/Data Date established, visible, and recent?	
29	Are there activities before the Data Date that are missing progress information?	
30	Are there activities after the Data Date that are showing progress information?	