Schedule Review Checklist

- **General Schedule Data**
  - Reviewed By and For
  - Project Name
  - Software used for evaluation; Software used by contractor
  - Project ID
  - Planning Unit

- **Schedule Review Summary**
  - Analysis Overview
  - Basis for Approval or Disapproval of Schedule

- **Longest Path, Critical and Near Critical Path Analysis:**
  - Use of Lags
  - Sequence of Work Analysis
  - Unnecessary Links Between Activities with the Same Sub-contractor
  - Completion Date

- **Cost Analysis**
  - Distribution of Cost to Activities Budget versus Actual
  - Balance to Contract Value
  - Approved Change Order
  - S-Curves

- **Delay and Impact Analysis**
  - Delay in Progress
  - Time Impact Analysis

- **Change Orders**
  - Potential Change Orders in Progress
  - Approved Change Orders Added to the Schedule
  - Changes in Scope of Work Applied to the Schedule

- **Resource Analysis**
  - Distribution of resources
  - Crew Sizing Realistic
  - S-Curves

- **Risk Analysis for Finish Date and Cost**

- **Activity Analysis including planned versus actual dates, Logic, Owner’s activities included**
  - Milestone List
  - Submittals
  - Long Lead Procurement by Owner and GC
  - Third Party Activities Included: Utilities and Permitting
  - Punch List, Commissioning, and Close Out
  - Activities that should have started or completed that did not.
  - Suspicious remaining durations
  - Started, Completed and In Progress Verification and Percent Complete
  - Added, Deleted, Modified Activities

- **Date Analysis**
• Completion Date Analysis
  • Start Date
  • Actual Finished Activities Before Project Start Date
  • Actual Start Date is Later Than Data Date
  • Activity Status: Un-started Activities with Correct or Incorrect Status
  • Duplicate Activity descriptions

• Schedule Mechanics
  • Constraints
  • Open Ends
  • High Total Float Values
  • Activity Durations and Distribution
  • Remaining Duration Not Equal to Original Duration
  • Calendars with Activity Start and Finish Time (hourly) and holiday usage
  • Activity Descriptions
  • Activity ID’s
  • Relationship types
  • Logic: Reverse Logic, Level of Effort Activities, Lags, Dangling Activities

• Schedule Organization:
  • WBS Assignment and View
  • Coding: Phase, Area, sub-area, Responsibility, Sub-contractor, Impacts,

• P6 Software Settings
• Submitted Reports
• P6 Data file Submitted
• Schedule Narrative Review