



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



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- 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