

Progress Schedule Review Checklist

No.	Checklist	Describe Problem (List Activity IDs)	Correction
CONTRACTOR UPDATES			
1	Percent Complete Update percents complete.		
2	Remaining Duration Update remaining durations.		
3	Actual Dates Update actual start and finish dates.		
4	Longest Path Identify activities on critical path. Project completion date equals contract completion date.		
DEFAULT SETTINGS			
5	Retained Logic P3/P6: Tools/Schedule/Options/Retained Logic Checked		
6	Remaining Duration & Percent Complete Not Linked		
SCHEDULE REPORT			
7	Constraints No constraints added, deleted or changed.		
8	Open Ends All activities have predecessors and successors except start/finish activities.		
9	Out of Sequence Work Correct logic		
SCHEDULE COMPARISON (DIGGER) REPORT			
10	Deleted/Added Activities No added/deleted activities without a good reason.		
11	Original Duraton (OD) ODs should never change.		
12	Calendar (Cal) Document all calendar changes; rename calendars.		
13	Actual Start/Finish Dates Actual dates should not change between updates.		
14	Logic Changes Changes should reflect actual work; changes should not be made to gain back float, etc.		
15	Project Completion Date Identify activity(s) on the critical path that delayed the project completion date		