

Schedule Quality Checklist



200
DST Tips for Effective Schedu Management

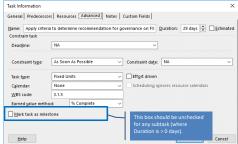
Total	0	Assessed	Submission
0%	0	Checks =	ОК
0%	0	Checks =	Remediate
0%	0	Checks =	Monitor
0%	0	Checks =	Exception
0%	0	Pending Response	a a

Schedule File		Reviewer Name	General Comments
Status Date		Review Date	
CMS Category	< Select >	Review Type	
AST Category	< Select >	Schedule State < Select >	

	CMS Category	< Select >	Review Type					
	AST Category	< Select >	Schedule State	< Select >				
		Standard Information and Checks			Check Status Reviews		C	atten.
#	Category	Standard Information and Checks Schedule QC Checkpoints	Requirement	Submission	Remediation	Confirmation	Comments	Response
1	Foundational	The right Microsoft Project schedule template is being used based on project type.	#N/A	Subillission	Kemediadon	Commination	Confinents	Response
*	Touridational	Project types include: Planning & Analysis, Procurement, DDI, and Multi-Vendor DDI (future).	#IN/A					
2	Foundational	For CMS Category 2 or 3 projects, the schedule includes the following tasks.	#N/A					
^	Touridational	Create Centralized Repository (SharePoint)	#IN/A					
		Address Project Spending Plan (Charter)						
		Create Operations and Maintenance Plan (Execution Phase)						
3	Foundational	The correct project calendar is defined and assigned to the project schedule.	#N/A					
'	Touridational	Go to File (backstage) → Project Information → Project Calendar (dropdown list).	#N/A					
		Make sure the project calendar is set to "AHCA (based on standard)".						
4	Foundational	The project schedule has a defined Start and End Date (e.g., there is no undefined work or extended periods	#N/A					
1 1		of "Operations & Maintenance" appended to the end of the schedule).	,					
5	Foundational	Immediately under the Project-level, the below five Summary tasks (representing the FX Standard Project	#N/A					
'		Phases) are present and project activities fall logically under the appropriate phase. Preferably, the phase will						
		be in this order as well						
		- Project Management (This isn't a phase; however, it is included at this level)						
		- Initiation						
		- Planning						
		- Execution						
		- Close Out						
6	Formatting	Individual activities have the correct Project Phase identified in the FX Project Phase field (drop-down list).	#N/A					
		The FX Project Phase field can be readily accessed from the FX-DEFAULT enterprise Gantt view.						
\vdash	From 111	All objects and the standard control of the standard c						
7	Formatting	All subtask names follow the standard naming convention: Action Verb, Object [Subject is 'You Understood'].	#N/A					
		For example, "Perform User Acceptance Testing".						
8	Formatting	The schedule print view headers and footers include correct project-specific information.	#N/A					
"	· ormatting	The print view is preconfigured in the schedule templates, but project-specific information is still needed.	#14/5					
9	Formatting	All Milestones are identified with Blue font per the schedule formatting standard.	#N/A					
		Go to Gantt Chart Tools ribbon → Format → Text Styles → Item to Change dropdown menu (select						
		Milestones) → Color dropdown menu (blue).						
10	Formatting	All Critical Path tasks are identified with Red font per the schedule formatting standard.	#N/A					
		Go to Gantt Chart Tools ribbon \rightarrow Format \rightarrow Text Styles \rightarrow Item to Change dropdown menu (select Critical	,					
		Tasks) → Color dropdown menu (red).						
11	Formatting	There are no spelling errors in any of the Task Name cells.	#N/A					
	_	Go to Gantt Chart Tools ribbon \Rightarrow Project \Rightarrow Proofing \Rightarrow Spelling.						
12	Mechanics and	The Execution section is completely populated such that it includes all of the deliverables and work products	#N/A					
	Content	identified in the project scope.Confirm the SDLC utilized matches the Scope and approach defined in the						
		Project Charter, PPA, and Project Assumptions and Constraints.						
13	Mechanics and	Summary tasks appear logical (appropriate) for the subtasks listed underneath them.	#N/A					
	Content							
		This includes Milestones unless there is a specific, clear reason to disassociate the milestone from the activities						
		performed (i.e., A milestone for "XYZ Completed" should be under the Summary task for "XYZ Activity" where the subtasks equal the performance of "XYZ")						
14	Technical Issues	The summarized total for Work (hours) in the highest level Summary Task (WBS 0) equal to the sum of Work	#N/A					
		values shown in the next-level Summary Tasks.	,					
15	Mechanics and	There are no Manual tasks in the schedule.	#N/A					
	Content	Go to Task Sheet, and insert the "Task Mode" column to check for Manual tasks.	<u> </u>					<u> </u>
16	Technical Issues	There are no subtasks flagged as Milestones.	#N/A					
		Go to the Task Information dialog box to check if any subtasks are flagged as milestones.						
		(See References section below.)						
17		Any recurring tasks must meet all of the following criteria. Recurring tasks must:	#N/A					
	Content	1) Occur on a regular calendar-based frequency (i.e., 1st of every month, 3rd Thursday of every month, etc.)						
		2) Be a set of tasks that are too excessively minor, numerous, and tedious to track in an itemized fashion via						
		the project schedule.						
		Be extremely consistent in terms of the effort and composition of the work. A Re unarguebly part of the project of scene. A Re unarguebly part of the project of scene.						
		Be unarguably part of the project's scope. Be discussed with the FX Schedule Manager and/or the FX EPMO Lead for approval prior to baselining.						
		Be discussed with the FX Schedule Manager and/or the FX EPMO Lead for approval prior to baselining. be have an explanation of the work being performed stored in the Task notes of either: a) each task itself; or						
		b) the summary task.						
		of the summary case.						
18	Mechanics and	Rolling wave planning activities represent discrete work packages and are loaded with expected resources	#N/A					
	Content	and/or generic resources if specific resources are unknown.						
19		Tasks to perform elaboration of rolling wave activities are present in the schedule, if warranted.	#N/A					
\square	Content							
20		The project schedule includes a "Manage Project" level-of-effort subtask to which the Project Manager is	#N/A					
\vdash	Content	solely assigned.						
21	Schedule	Project resources are pulled from the Enterprise Resource Pool	#N/A					
	Resources		##1 / A					
22	Schedule Resources	Generic resources are only used as placeholders and are valid resources in the Enterprise Resource pool.	#N/A					
	vezonicez	Generics on tasks happening in the next 2 months (Typically Current month and next month; however, 8 weeks is a good alternative measure)						
\Box		Meeter to a Bood attenuate measure)						

Services Services Services Services and Services							
24 Secolar Process of the Control of the Resource Secolar Control of the Resource Seconar Control of the Resource Secona	23	Schedule	Local resources are not used where Enterprise Resource Pool resources should be used instead.	#N/A			
Secondary Company Co	24		There are no duplicate resources listed on the Resource Sheet.	#N/A			
Le Benouve Carlon and		Resources					
20 Security Secu	25			#N/A			
Response Company of Company o	26			401/0			
Secolar Secolar Secolar Secolar Secolar Secolar Seconary Secolar Seconary S	26		All subtasks have resource assignments.	#N/A			
Machael Mach	27	Schedule	All subtasks are cost-loaded (i.e., have resource costs associated with them).	#N/A			
Security Common							
29 Schools There are no inscrepance suggested to Summary Tables 19 Schools There are no inscrepance and the second to the second	28			#N/A			
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Baseline When the status date is moved to the overall Finish Date, all subtasks have an associated BCWS cost value. Baseline When a provisional baseline/rebaseline is snapped, 1.10 ≥ SPI & CPI > 0.92. Baseline Baseline When a provisional baseline/rebaseline is snapped, 1.10 ≥ SPI & CPI > 0.92. #M/A #M/A	51	Schedule	The schedule is being rehaselined as annionriate	#N/A			
52 Schedule Baseline When the status date is moved to the overall Finish Date, all subtasks have an associated BCWS cost value. ### ### ### ### ### ### ### ### ### #	"		The serieure is semily resuscimen as appropriate	#14/A			
Baseline When a provisional baseline/rebaseline is snapped, 1.10 ≥ SPI & CPI > 0.92. Baseline Applicable when setting the initial schedule baseline, or rebaselining the entire schedule.	52		When the status date is moved to the overall Finish Date, all subtasks have an associated BCWS cost value.	#N/A			
Baseline Applicable when setting the initital schedule baseline, or rebaselining the entire schedule.		Baseline					
	53			#N/A			
54 WBS Deliverbles are aligned to level 5 of the schedule WBS (Top Summary line of the deliverable set of tasks) #N/A							
	54	WBS	Deliverbles are aligned to level 5 of the schedule WBS (Top Summary line of the deliverable set of tasks)	#N/A			

References



Critical Path Test: Tests the integrity of the overall network logic and, in particular, the critical path by introducing "intentional slip" by adding a significant number of days (e.g., 300 days) to a leading critical path subtask (nearest the overall project Start Date). The project's Early Finish date should slip by the exact number of days added in the intentional slip test.

Schedule Baseline: Ideally, the entire schedule should be baselined so that Earned Value metrics can be obtained from all schedule subtasks. If the schedule is only partially baselined due to progressive elaboration or rolling wave planning, then at a minimum, all schedule activities within 6 months of the current schedule status date should be baselined (or as specified by the Program Schedule Management Plan).