

Topic	Item	Y/N	Comment
Logic	Does each activity have a predecessor/successor (Note: Exclude Milestones)?		
	How many constraints are contained in the schedule?	Qty	
	- Do they contain a Notebook explanation?		
	Are any constraints <i>Mandatory Start/Finish</i> or <i>Start/Finish On</i> ?		
	How many lags are contained in the schedule?	Qty	
	- Do they contain a Notebook explanation?		
	- Should they be eliminated via better logic or added activity detail?		
	Are there any leads (negative lags) in the schedule?		
	Are there too many sequence links on an activity or duplicate logical relationships?		
	How much convergence is there (several parallel activities converging into one major event)?	Qty	
	Are all activities in series?		
	If not, are activities in parallel reasonable?		
	Without reviewing every activity, did you see any sequencing issues (e.g., documenting results before test complete)?		
Activity Type	Are Task Dependent activities properly identified?		
	Is Level of Effort activity type only used for only activities without definable deliverables?		
Relationship	Any combined SS and FF logic type on activity?		
	Check Schedule Log to see if any relationships should be checked (e.g., Invalid Relationships)		
Total Float	Is there negative float?		
	- If so, is it explained?		
	Are there activities (excluding milestones) with high float (i.e., > 200 days)?		
Critical Path	Is the critical path clear?		
	Does the Project Manager concur that the critical path is correct?		
	Is there appropriate schedule contingency (duration) for WBS elements on or near the critical path?		
	Will a delay on the critical path have a visible effect on project completion (factoring DOE-directed TF)?		
	Was consideration given to staggering delivery to reflect what items are essential and what can be delivered later?		
	Does the critical path include LOE activities?		
	Is the critical path driven by activities of unusually long duration?		
	For important project milestones, are the critical paths to them identified, continuous, and free of constraints?		
Duration	Are durations =/ $<$ 2 months on all activities (excluding planning packages--PMT "K")?		
	If > two months' duration, have Steps been established to track progress?		
	If Steps, are they sequenced?		
	If Steps, are they weighted? Is the weighting documented in the Notebook?		
	If > 2 months' duration & no Steps, has quantifiable back-up for progress measurement been created?		
	Does the quantifiable back-up align with the activity?		
	Does the quantifiable back-up clearly identify the basis for progress measurement?		
	Is duration type properly identified?		
	Does the schedule include elapsed time for deliverable review and turnaround?		
	Was consideration given to shortening front-end activities before shortening back-end activities? Is there a balance between early activities vs. later activities, as far as duration?		
	Were durations estimated by the person responsible for the work and/or SME?		
	Do activities have non-duration coding for Duration Type i.e. Fixed units or Fixed Units/Time? Note: when these are used Cobra will have issues adjusting resources and will most likely bring them forward, which will affect resource time-phasing.		
	Resources	Do all activities coded with a CTC have a resource assigned (excluding Milestones and DOE activities)? Note: The CTC code is a key field in P6 & Cobra. We should not bring into Cobra activities without resources.	

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	Do the resource values for "to go" work align with the BoE?		
	Does the resource profile reflect leveling?		
	Are there peaks and valleys in the resource profile that need to be leveled?		
	Are critical/key resources identified?		
	Is the potential impact of the key resource factored into the schedule?		
	Resource report can be generated to enable departments to plan for resources to support the project?		
	The schedule aligns with projected resource availability?		
	Are significant material and equipment resources captured?		
<b>Required Codes</b>	Have all required codes been populated?		
<b>Horizontal Trace</b>	Do all Start/Finish dates align with Cobra, at the control account level?		
	Do all Start/Finish dates align with Cobra, at the CTC (Work Package) level?		
	Do subproject schedules map to each other and key management milestones?		
<b>Vertical Trace</b>	Do all activities align to a specific CTC and WBS element?		
	Do the CTCs align to the correct Control Account?		
<b>WBS</b>	Have the correct control accounts been identified in the WBS Dictionary?		
	Have Scope Descriptions been provided for all WBS elements?		
	Do the activities define how the deliverables will be produced?		
	Does the WBS View align with the latest WBS?		
	Does the WBS enable tracking of key deliverables?		
	Are control account/CTC/activity names unique and descriptive?		
<b>Milestones</b>	Do all Milestones have a dictionary?		
	Do the Milestone Dictionaries identify what constitutes completion?		
	Do milestones have logic ties, which provide a summary picture of the project logic?		
	Is activity type properly identified?		
	Does the schedule identify KPPs and support customer strategy/schedule requirements?		
	Are there too many milestones in relation to detail activities?		
<b>Planning Packages</b>	Are all planning packages (PMT "K") scheduled to start at least six months from the current date?		
	If not, are the planning packages an allowed exception (see 12.PM-004, 4.2, Step 3)?		
<b>Contingency</b>	Is there any contingency on activities in prior fiscal years?		
	Do the estimate uncertainty values align with the BoE?		
<b>Obligations (sometimes called Commitments)</b>	Is there an Obligation activity for each procurement? Note: Not every procurement needs an obligation. Applied to purchase order procurements only, which are coded Cost Class 1 "MC". The Obligation's resource value needs to align with the corresponding MC resource values		
	Are there notes or UDF containing Procurement #? Should have a Procurement Type activity code for the purchase order items and should populate the Procurement # field.		
	Is the duration one day?		
	Is "(Obligation)" contained in the activity name?		
<b>Responsibility</b>	Does every activity have an assigned responsible party?		
	Are responsible givers/receivers identified?		
<b>Interdependency</b>	Are inter-project ties or milestones in place for scope provided by external project/source?		
	Are major hand-offs/deliverables easily identified?		
<b>Subcontract integration</b>	Are subcontract schedules fully integrated into the Project schedule?		
	If not, is there horizontal and vertical traceability for subcontracted work?		
	Do progress payment activities/milestones align with the FFP contract?		
	Is essential subcontracted or other external work distinguishable from internal work?		

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Calendar	Has the correct calendar been applied (i.e., <i>Standard 5 Day Workweek w/Basic Holidays</i> )?		
Procurements	How many procurement activities?	QTY	
	Has the correct procurement duration been used, based on templates?		
Level of Effort	Do the project management/support activities reflect duration type <i>Fixed Units/Time</i> ?		
	Will the final PM/support activity extend/shorten in accordance with associated discrete work?		
	Have activities been divided at fiscal years?		
	Is control account predominantly LOE? If so, what percent?		
	- If predominantly discrete, is there any LOE? If so, what percent?		
	Note: The acceptable amount of LOE versus Discrete PMT throughout industry is 10% to 15%. Therefore, the FNAL policy directs that LOE versus Discrete PMT ratio must be less than 15%. Meeting this guidance may be challenging but achievable.		
Management Tool	Is schedule easy to read: simple, straightforward and uncluttered, producing clarity rather than confusion?		
	Schedule is a size, level, and complexity such that it enables timely decision making?		
	Do the CAMs own their section of the schedule and use it to manage work scope?		
	Is there a consistent and manageable level of detail within each WBS element?		
	Can the schedule be used by the project team to manage?		
	Can the schedule be kept up to date?		
Risk Mitigation	Have Risk Mitigation Plans been incorporated? How can you tell?		
	Was duplicate work used to mitigate risk (e.g., alternate approaches being worked in parallel)?		
Percent Complete Type	Has the correct percent complete type been selected? (e.g., <i>Physical</i> except LOE which may be <i>Duration</i> )		
	Note: Cobra only uses Physical % complete or LOE. If other % complete type is used ensure Physical % complete is also stasured.		
Opportunity	Incorporated?		
Baseline	Any Peer Review expected on process to establish the baseline?		
Change Control	Any review expected after baselined?		
Status	Any review expected after baselined?		