

Checklist for Reviewing and Analyzing CPM Schedule Updates

1. Have electronic copies of the baseline and the update been provided to the reviewer?
2. Has the scheduler included a narrative explaining all changes made and the reasons for those changes?
3. Has a standard schedule comparison program (*e.g.* Claim Digger, Primaplan Project Investigator) been run and the output printed for the reviewers use?
4. How does the “claim digger” printout (#3) compare to the scheduler’s narrative (#2)?
5. What methods did the scheduler use for gathering information for the activity updates? (Direct observation, updates from suppliers and subcontractors, field reports and photographs, contractor’s estimates) How reliable are those methods?
6. How has the planned project completion date changed in the update?
7. How have any interim completion milestone dates changed in the update and what is their affect on the contract?
8. Have any activities been added or deleted in the update and why?
9. Have any original durations been changed in the update?
10. What remaining durations have changed in the update and are they adequately explained by the progress on the project?
11. What percent-completes have changed in the update and are they adequately explained by the progress on the project?
12. Have any project calendars been changed in the update and why?
13. Have any activity descriptions changed in the update and why? (These may lead to confusion later.)
14. Have any constraints changed in the update and are they adequately explained and are they in conformance with the contract?
15. What actual starts and actual finishes have been changed, added or deleted in the update and are they adequately explained in the scheduler’s narrative?
16. Have any resources (if loaded) been added or deleted in the update and are they adequately explained in the scheduler’s narrative?
17. Have any activity costs – budgeted, forecast or actual, if loaded – been changed in the update and are they adequately explained in the scheduler’s narrative?
18. Have any relationships been added, deleted or changed in the update and are they adequately explained in the scheduler’s narrative?
19. Have any relationship lags been added, deleted or changed in the update and are they adequately explained in the scheduler’s narrative?
20. Has the critical path shifted?
21. If the critical path has shifted, which activities are affected and what are the reasons for the shift?
22. Has the float of any activity changed significantly?
23. Which activities have now become near-critical?
24. What activities should have started or finished in this update, but did not, and are they adequately explained in the scheduler’s narrative?
25. Has weather become a factor and has the scheduler adequately re-estimated durations of activities which might be affected by weather?

26. Are there any trends worth watching? *E.g.* is a particular crew or subcontractor consistently ahead of or behind schedule?
27. Analyze the reasons for any trends and make adjustments accordingly (or inquire of the contractor what adjustments are planned).
28. Have any scope of work changes occurred since the last update and have these been incorporated in the schedule update?
29. Have all approved change orders been incorporated as new activities and connected logically to other schedule activities?