

Project Schedule Key Elements

Project Name				Project Number					
Key Elements			Yes	No	Key Elements			Yes	No
1. Are tasks limited to measurable results?					11. Are there deliverables for each task?				
2. Have completion criteria been established for each task?					12. Do tasks relate to project objectives?				
3. Have tasks been reviewed with project team members?					13. Will project team members receive an updated plan weekly?				
4. Do project team members agree on:					14. Is a master project plan maintained?				
▪ Task estimated effort?					15. Who will maintain the master project plan?				
▪ Task planned start date?					16. Have tasks been included for:				
▪ Task planned completion date?					▪ Preparations?				
5. Is one person responsible for each task?					▪ Walkthroughs?				
6. Have all tasks needed to accomplish project objectives been addressed in the project plan?					▪ Revisions?				
7. Are estimated efforts within boundaries of task/project elapsed time?					17. Has original or revised plan been approved by Project Manger, Quality Assurance Consultant and client?				
8. Is overtime determined and scheduled?					18. Are the following types of plans prepared and complete?				
9. Does a network diagram (PERT/CPM) exist?					▪ Resource plan?				
10. Are project team members recording the following weekly?					▪ Financial (cost) plan?				
▪ Actual effort?					▪ Test plan?				
▪ Forecasted effort?					▪ Training plans				
▪ Actual start?					▪ Training plan?				
▪ Actual completion?					▪ IT requirements plan?				