

CPM Schedule Health Review Checklist

A practical review for Primavera P6 or Microsoft Project schedules. Use before an owner meeting, update cycle, or recovery discussion.

Baseline and purpose

A schedule is only useful if its purpose and reference point are clear.

- ☐ Baseline exists and is identifiable from the live schedule
- ☐ Data date / status date is current and documented
- ☐ Schedule purpose is clear (execution control, owner reporting, claim support, etc.)
- ☐ WBS or activity coding is usable for the reports leadership needs
- ☐ Calendar and working-time assumptions match the project reality

Logic and critical path

Broken logic creates false confidence.

- ☐ Open ends and missing predecessors/successors have been reviewed
- ☐ Critical path is explainable in plain language to the project team
- ☐ Constraints are intentional, not used as a substitute for logic
- ☐ Lags and leads are justified where used
- ☐ Negative float (if present) has an owner and a recovery discussion

Update discipline

Stale schedules become political documents instead of decision tools.

- ☐ Update cadence is defined (weekly / biweekly / monthly)
- ☐ Progress inputs come from field or accountable owners, not guesswork alone
- ☐ Remaining duration and percent complete methods are consistent
- ☐ Out-of-sequence progress is reviewed, not ignored
- ☐ Look-ahead window matches how the field actually plans work

Reporting and risk

Leadership needs decisions, not only Gantt screenshots.

- ☐ Milestone variance is visible without opening the full model
- ☐ Near-term look-ahead highlights the next decisions, not every activity
- ☐ Slippage drivers are named (access, procurement, design, crew, weather, etc.)
- ☐ Recovery options are framed as choices with tradeoffs
- ☐ Sensitive claim or delay analysis is kept on a controlled document path

File hygiene

Bad file hygiene wastes every meeting.

- ☐ Current file version and naming convention are clear
- ☐ Filters and layouts used for reporting are saved / documented
- ☐ Resource or cost loading (if used) matches the questions being asked
- ☐ Export / PDF package matches the audience (owner, GC, trade, consultant)
- ☐ You know who can change the live schedule and who only receives reports

Professional judgment still required. This checklist is not legal advice or a substitute for a full DCMA 14-point or forensic review.

Next step when you want help: book a consultation at <https://cdmsuite.com/consultation> or write support@cdmsuite.com.