



Schedule Quality Checklist



Schedule File		Reviewer Name	General Comments					
Status Date	Review Date	Review Type						
CMS Category	Review State	Schedule State						
AST Category	Standard Information and Checks		Check Status Reviews		Communications			
#	Category	Schedule QC Checkpoints	Requirement	Submission	Remediation	Confirmation	Comments	Response
1	Foundational	The right Microsoft Project schedule template is being used based on project type. <i>Project types include: Planning & Analysis, Procurement, DDI, and Multi-Vendor DDI (future).</i>	#N/A					
2	Foundational	For CMS Category 2 or 3 projects, the schedule includes the following tasks. • Create Centralized Repository (SharePoint) • Address Project Spending Plan (Charter) • Create Operations and Maintenance Plan (Execution Phase)	#N/A					
3	Foundational	The correct project calendar is defined and assigned to the project schedule. <i>Go to File (backstage) → Project Information → Project Calendar (dropdown list). Make sure the project calendar is set to "AHCA (based on standard)".</i>	#N/A					
4	Foundational	The project schedule has a defined Start and End Date (e.g., there is no undefined work or extended periods of "Operations & Maintenance" appended to the end of the schedule).	#N/A					
5	Foundational	Immediately under the Project-level, the below five Summary tasks (representing the FX Standard Project 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	#N/A					
6	Formatting	Individual activities have the correct Project Phase identified in the FX Project Phase field (drop-down list). <i>The FX Project Phase field can be readily accessed from the FX-DEFAULT enterprise Gantt view.</i>	#N/A					
7	Formatting	All subtask names follow the standard naming convention: <i>Action Verb, Object</i> [Subject is 'You Understood']. <i>For example, "Perform User Acceptance Testing".</i>	#N/A					
8	Formatting	The schedule print view headers and footers include correct project-specific information. <i>The print view is preconfigured in the schedule templates, but project-specific information is still needed.</i>	#N/A					
9	Formatting	All Milestones are identified with Blue font per the schedule formatting standard. <i>Go to Gantt Chart Tools ribbon → Format → Text Styles → Item to Change dropdown menu (select Milestones) → Color dropdown menu (blue).</i>	#N/A					
10	Formatting	All Critical Path tasks are identified with Red font per the schedule formatting standard. <i>Go to Gantt Chart Tools ribbon → Format → Text Styles → Item to Change dropdown menu (select Critical Tasks) → Color dropdown menu (red).</i>	#N/A					
11	Formatting	There are no spelling errors in any of the Task Name cells. <i>Go to Gantt Chart Tools ribbon → Project → Proofing → Spelling.</i>	#N/A					
12	Mechanics and Content	The Execution section is completely populated such that it includes all of the deliverables and work products identified in the project scope. <i>Confirm the SDLC utilized matches the Scope and approach defined in the Project Charter, PPA, and Project Assumptions and Constraints.</i>	#N/A					
13	Mechanics and Content	Summary tasks appear logical (appropriate) for the subtasks listed underneath them. <i>This includes Milestones unless there is a specific, clear reason to dissociate 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").</i>	#N/A					
14	Technical Issues	The summarized total for Work (hours) in the highest level Summary Task (WBS 0) equal to the sum of Work values shown in the next-level Summary Tasks.	#N/A					
15	Mechanics and Content	There are no Manual tasks in the schedule. <i>Go to Task Sheet, and insert the "Task Mode" column to check for Manual tasks.</i>	#N/A					
16	Technical Issues	There are no subtasks flagged as Milestones. <i>Go to the Task information dialog box to check if any subtasks are flagged as milestones. (See References section below.)</i>	#N/A					
17	Mechanics and Content	Any recurring tasks must meet all of the following criteria. Recurring tasks must: 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. 3) Be extremely consistent in terms of the effort and composition of the work. 4) Be unarguably part of the project's scope. 5) Be discussed with the FX Schedule Manager and/or the FX EPMO Lead for approval prior to baselining. 6) have an explanation of the work being performed stored in the Task notes of either: a) each task itself; or b) the summary task.	#N/A					
18	Mechanics and Content	Rolling wave planning activities represent discrete work packages and are loaded with expected resources and/or generic resources if specific resources are unknown.	#N/A					
19	Mechanics and Content	Tasks to perform elaboration of rolling wave activities are present in the schedule, if warranted.	#N/A					
20	Mechanics and Content	The project schedule includes a "Manage Project" level-of-effort subtask to which the Project Manager is solely assigned.	#N/A					
21	Schedule Resources	Project resources are pulled from the Enterprise Resource Pool	#N/A					
22	Schedule Resources	Generic resources are only used as placeholders and are valid resources in the Enterprise Resource pool. Generics on tasks happening in the next 2 months (Typically Current month and next month; however, 8 weeks is a good alternative measure)	#N/A					

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

23	Schedule Resources	Local resources are not used where Enterprise Resource Pool resources should be used instead.	#N/A				
24	Schedule Resources	There are no duplicate resources listed on the Resource Sheet.	#N/A				
25	Schedule Resources	All human resources are set to the "Work" resource type. <i>Go to Resource Sheet, and insert the "Type" column to check if resources are set to "Work."</i>	#N/A				
26	Schedule Resources	All subtasks have resource assignments.	#N/A				
27	Schedule Resources	All subtasks are cost-loaded (i.e., have resource costs associated with them).	#N/A				
28	Schedule Resources	There are no resources assigned to Milestones. <i>Does not apply to milestones used as a dependency link to an external schedule.</i>	#N/A				
29	Schedule Resources	There are no resources assigned to Summary Tasks.	#N/A				
30	Schedule Resources	All resources are leveled such that there are no overallocated resources in the local schedule. <i>All resources should be level when the schedule is not connected to the Enterprise Resource Pool.</i>	#N/A				
31	Subtask Duration	There are no subtasks with planned or baseline duration less than 1 day or greater than 10 days. <i>Does not apply to subtasks flagged as Rolling Wave tasks in the FX Rolling Wave flag field. Flag any durations with "?" as invalid. Estimates are not valid for FX Schedule submitted for QC.</i>	#N/A				
32	Subtask Duration	All Milestones have zero duration (cf. checklist item #19).	#N/A				
33	Schedule Logic	There are no Summary tasks with predecessor and/or successor relationships.	#N/A				
34	Schedule Logic	The amount of tasks with soft (one-way) constraints is less than 10% of all subtasks and milestones. <i>Soft constraints include Start No Earlier Than, Start No Later Than, Finish No Earlier Than, Finish No Later Than. Go to Task Sheet, and insert the "Constraint Type" column to check or change the constraint type (can also be checked in the Task Form details pane).</i>	#N/A				
35	Schedule Logic	There are no schedule summary tasks, subtasks, or milestones with hard (two-way) constraints. <i>Hard constraints include Must Start On and Must Finish On. Go to Task Sheet, and insert the "Constraint Type" column to check or change the constraint type (can also be checked in the Task Form details pane).</i>	#N/A				
36	Schedule Logic	All subtasks and milestones have predecessor relationships (except the first subtask / milestone).	#N/A				
37	Schedule Logic	All subtasks and milestones have successor relationships (except the last milestone).	#N/A				
38	Schedule Logic	There are no subtasks or milestones with positive lag relationships > 10 days (e.g., FS+10 days).	#N/A				
39	Schedule Logic	There are no subtasks or milestones with lead (negative lag) relationships > 10 days (e.g., FS-10 days).	#N/A				
40	Schedule Logic	There are no subtasks or milestones with Start-to-Finish (SF) relationships.	#N/A				
41	Critical Path	The schedule passes the Critical Path test. <i>See References section below for instructions.</i>	#N/A				
42	Critical Path	There are no critical path subtasks or milestones with positive lag relationships (i.e., the critical path is not routed through predecessor/successor links that have positive lag). <i>For critical path activities with multiple predecessors/successors, if any of these links have positive lag, make sure that the associated predecessor/successor activity is not on the critical path.</i>	#N/A				
43	Critical Path	There are no level of effort (administrative) subtasks (e.g., "Manage Project") on the Critical Path.	#N/A				
44	Critical Path	The Total Slack (Total Float) column contains only positive (or zero) values (i.e., no negative values). <i>Go to Task Sheet, and insert the "Total Slack" column to check for negative values.</i>	#N/A				
45	Critical Path	There are no subtasks or milestones with Free Slack (Free Float) values > 40 days. <i>Go to Task Sheet, and insert the "Free Slack" column to check for values > 40 days.</i>	#N/A				
46	Schedule Maintenance	The schedule is hosted in the FX Project Online schedule management platform.	#N/A				
47	Schedule Maintenance	A copy of the current version of the schedule is kept in the client repository Schedule folder. <i>Applies to schedules in the "Baselined" state only.</i>	#N/A				
48	Schedule Maintenance	A copy of the current version of the schedule is kept in the client repository Project Artifact Directory (PAD). <i>Applies to schedules in the "In Development" and "Ready for Baseline Review" states only.</i>	#N/A				
49	Schedule Maintenance	The schedule is set to the most recent Thursday status date.	#N/A				
50	Schedule Baseline	The schedule is appropriately baselined per the process definitions for setting an initial schedule baseline, rebaselining a schedule, and updating the schedule baseline, as applicable.	#N/A				
51	Schedule Baseline	The schedule is being rebaselined as appropriate	#N/A				
52	Schedule Baseline	When the status date is moved to the overall Finish Date, all subtasks have an associated BCWS cost value.	#N/A				
53	Schedule Baseline	When a provisional baseline/rebaseline is snapped, 1.10 ≥ SPI & CPI > 0.92. <i>Applicable when setting the initial schedule baseline, or rebaselining the entire schedule.</i>	#N/A				
54	WBS	Deliverables 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).