

Schedule health review checklist

A companion to the Pacific Project Controls schedule worksheet. Use it to guide a documented review of a native schedule. The supplied six-activity example is wholly fictional and does not represent any actual project.

1. Establish the review basis

Record the schedule, baseline and data date. Identify the current specification, drawing and Owner-vetted requirement revisions that establish the work. Record the retained design professional and required Owner review role. If a requirement is missing, record it as unknown and request clarification.

2. Confirm identifiers and dates

Check unique activity IDs, milestone treatment, date formats and start/finish sequence. Distinguish baseline, forecast and actual dates. Missing dates are not zero dates.

3. Trace relationships

Inspect predecessors and successors in the native schedule. Include required submittals, design-team and Owner reviews before affected releases. Identify missing links, self-links, loops and unjustified open starts or finishes. Confirm reciprocal references and relationship types.

4. Review duration and calendar assumptions

Compare durations with documented scope and access. Obtain milestone confirmation from the entity controlling its own scope, including the actual vendor or a subcontractor's vendor. Record evidence, confirmation date and conditions separately from the contractor forecast. Retain required reviews and calendar assumptions.

5. Examine leads, lags and constraints

Document why each material lag, lead or date constraint exists. Check whether it masks missing work or prevents dates from responding to the actual logic.

6. Verify update discipline

Review actual starts and finishes against the data date and evidence. Investigate out-of-sequence progress and unchanged remaining durations. Confirm how the scheduling system handles those conditions.

7. Review the path to readiness

Trace inspections, acceptance, training and turnover to the governing requirements and designated reviewers. The Owner representative coordinates the retained experts; the contractor confirms current documents and required reviews. This worksheet does not calculate critical path or validate float.

8. Record the decision and next check

Record the affected activity, document revision, submittal or request for information, actual review disposition and evidence. Route unresolved requirements to the responsible professional. Recheck the schedule and supporting record before closure. A populated tracker is not contractual approval.

Review record

Use this record for one observation. Attach the current source and its actual review disposition. The Owner representative coordinates the assigned reviewers; the governing contract determines authority.

Project: _____ Schedule version: _____

Baseline version: _____ Data date: _____ Review date: _____

Calendar and shifts: _____

Specification or drawing and revision: _____

Owner-vetted requirement and revision: _____

Responsible design professional: _____

Required Owner review role: _____

Submittal or request for information and revision: _____

Review disposition and evidence reference: _____

Contractor check of current documents: _____

Entity controlling the milestone and its scope: _____

Confirmation status and entity commitment date: _____

Confirmed as of and direct source evidence: _____

Conditions or dependencies: _____

Contractor forecast and coordination action: _____

Unknown requirement and clarification requested: _____

Observation ID / activity ID: _____

Evidence and finding: _____

Owner / next action / due date: _____

Recheck result and evidence: _____

Scope and limitations

The worksheet supports one predecessor and one successor per activity. It checks a limited set of row-level conditions. It does not calculate critical path, working calendars, resource loading, delay responsibility, contractual entitlement or a compliance score.