

Checklist of Useful Project Planning Principles

SCHEDULE SPECIFIC

- ☐ Project milestones identify all project deliverables.
- ☐ Start and Finish milestones are constrained/logically linked to enable critical path calculations
- ☐ All project activities contain a verb.
- ☐ All activities are logically linked on BOTH ends. No open ends except Start and Finish milestones.
- ☐ Actuals do not extend beyond the update date and no forecasted dates are found before the update date.
- ☐ No constraints used to mitigate why activities cannot complete as indicated by activity logic. (All activities' forecast dates driven by logic.)

UPDATING

- ☐ Contemporaneous documents to support progress captured in the schedule (weighted unit measure, update metric, site walk downs, tracker, etc.).
- ☐ Milestone actuals are updated.

REPORTING

- ☐ Aim for S-curves drawn up based on labour units from a fully resource loaded schedule. If fully resource loaded schedule not available, activity weighting is used to achieve a more accurate S-curve than just applying a flat unit per activity.



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