Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Have WBS work packages been properly decomposed into schedule activities?
	Have schedule activities been decomposed to a level no less than 8hrs and no more than 80hrs (1day and two work weeks)?
	Have schedule activities been sequenced to most efficiently delivers project results?
	Has the work effort associated with each schedule activity been estimated?
	Have resources been assigned to schedule activities?
	Has a work schedule been created?
	Has project work been defined into project phases and appropriate work categories?
	Have dependencies amongst schedule activities been identified and linked?
	Have milestones and deliverables been identified within the schedule?
	Have schedule control processes been identified and implemented, if appropriate?
	Has the project schedule and control procedures been approved?
	Has the project schedule's critical path been identified?
	Have resources work assignments been leveled to reflect a reasonable effort of work?
	Has the project schedule been approved and baselined?

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