



# PRIMAVERA PLANNING CHECKLIST

## Project Scheduling & Construction Management Review

Project Name:	_____	Client:	_____	Planner:	_____
Date:	_____	Revision:	_____	Checked By:	_____

No.	Checklist Item	Status / Write-in	<input type="checkbox"/>
<b>A — PROJECT SETUP</b>			
1	Project title confirmed		<input type="checkbox"/>
2	WBS structure prepared		<input type="checkbox"/>
3	Calendar assigned		<input type="checkbox"/>
4	Start date defined		<input type="checkbox"/>
5	Finish milestones defined		<input type="checkbox"/>
6	Activity codes prepared		<input type="checkbox"/>
7	Responsible team identified		<input type="checkbox"/>
<b>B — ACTIVITY PLANNING</b>		<b>C — RESOURCE &amp; COST PLANNING</b>	
8	Activities listed completely <input type="checkbox"/>	15	Resources assigned <input type="checkbox"/>
9	Durations estimated <input type="checkbox"/>	16	Labor loading completed <input type="checkbox"/>
10	Logic relationships added <input type="checkbox"/>	17	Equipment allocation checked <input type="checkbox"/>
11	Lags reviewed <input type="checkbox"/>	18	Material planning linked <input type="checkbox"/>
12	Constraints reviewed <input type="checkbox"/>	19	Cost accounts assigned <input type="checkbox"/>
13	Milestones identified <input type="checkbox"/>	20	Budget aligned with schedule <input type="checkbox"/>
14	Critical activities checked <input type="checkbox"/>	21	Cash flow review required <input type="checkbox"/>
<b>D — SCHEDULE ANALYSIS</b>		<b>E — MONITORING &amp; CONTROL</b>	
22	Critical path reviewed <input type="checkbox"/>	29	Update cycle approved <input type="checkbox"/>
23	Float values checked <input type="checkbox"/>	30	Actual progress entry process defined <input type="checkbox"/>
24	Baseline prepared <input type="checkbox"/>	31	Variance tracking enabled <input type="checkbox"/>
25	Schedule risk reviewed <input type="checkbox"/>	32	Look-ahead planning prepared <input type="checkbox"/>
26	Delays and dependencies checked <input type="checkbox"/>	33	Recovery planning considered <input type="checkbox"/>
27	Progress update method defined <input type="checkbox"/>	34	Monthly reporting format approved <input type="checkbox"/>
28	Reporting frequency set <input type="checkbox"/>	35	Dashboard / KPI review included <input type="checkbox"/>
<b>F — FINAL REVIEW</b>			
36	Contract dates matched		<input type="checkbox"/>
37	Client requirements reflected		<input type="checkbox"/>
38	Management approval ready		<input type="checkbox"/>
39	Primavera file naming checked		<input type="checkbox"/>
40	Final comments		<input type="checkbox"/>
41	Recommendation		<input type="checkbox"/>
42	Approved for issue		<input type="checkbox"/>

Notes / Remarks	Planner Signature	Date
	_____	_____ DD / MM / YYYY