CHECKLIST for Labor-Cost-Schedule

Use this checklist to help maximize your score by complying with each item.

The fol	lowing a	are necessary:
1. Title Page done cor		age done correctly
		Logos properly handled
2.	All instructions (red) deleted	
		All red italics deleted
3.	Table of Contents is correct	
		Section numbers retained
		Page numbers correct
		Project Name is in header
		No tries other than the 5 specified and their subsections
4.	Introduction and Summary	
		Brief description included
		Project completion date included
		Total project cost stated
5.	Labor	
		Necessary labor categories are clearly stated
		Unnecessary labor categories are clearly stated
		Each necessary labor category has an hourly burdened rate
		Each unnecessary labor category has been removed from the burdened cost table
		Each hourly burdened rate is justified
		Labor Table Estimate lists each necessary labor category
		Labor Table Estimate lists each necessary labor rate
		Listed tasks demonstrate an understanding of project requirements
		Listed hour requirements demonstrate an understanding of task requirements
6.	Materials	
		Listed capital expenditure resources demonstrate an understanding of project requirements
		Listed capital expenditure costs demonstrate an understanding of the resources
		Resource availability clearly marked
		Listed non-capital expenditure resources demonstrate an understanding of project
		requirements
		Estimated non-capital expenditure resource cost is reasonable
7.	Total Project Cost	
		Total project cost is equal to the sums of sections 2.3, 3.1, and 3.2
8.	Project	Schedule
		Gantt Chart showed names of responsible persons
		Every element of Gantt chart is clearly readable
		Every labor task is listed on Gantt chart
		Gantt chart schedule and time estimates match Labor Estimate
		Interval is weekly on Gantt chart
		Functional Spec and Gantt chart schedule have been updated to match
9.	All sign	atures were present before submitting the Labor-Cost-Schedule to me
		Signatures were genuine, i.e., not electronic/digital