# SOP: Project Schedule Review

**Configuration Management**

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| **Document Name** | 20-SOP: Project Schedule Review | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 27-Apr-18 | Viswanathan |  | V1.0 |
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**Purpose**

Review a project schedule before it is baselined so that there is not compliance related issues in the plan.

**Audience**

1. PMO head
2. HODs
3. PMs

**Guidelines**

1. No schedule should be baselined without review by the peer.
2. If some gaps are identified during review that need to be fixed.
3. Any change in the schedule (adding/removing/updating new deliverables, activities, resources) makes a schedule candidate for review.
4. Regular actual update change does not make a schedule a candidate for review
5. Review the schedule against the checklist

**Inputs**

1. A project schedule prepared by PM.
2. Schedule Review Checklist

**Steps**

1. PMO Head is notified that the project schedule is read [PM]
2. Identify a peer PM to review the schedule [PMO Head]
3. Review the Project schedule against the checklist [Peer PM]
4. Notify to PM and PMO Head the review is complete [Peer PM]
5. Fix the gaps, if any [PM]
6. Notify to PMO Head that Project schedule is ready for baseline [PM]
7. Ensure resources will be available to complete the project work [PMO Head]
8. Baseline Project Schedule [PMO Head]

**Exit Criteria**

1. Project schedule approved by PMO Head.

**Validation**

1. Reviewed and Baselined Project Schedule.