

MS Project Checklist

- 1) Defaults:
 - a. Entry Bar
 - b. Fiscal Year
 - c. Correct Calendar with Year/FY/Month Display
 - d. Undo Levels
 - e. Predecessor/Successor Showing
- 2) Bar Styles
- 3) All durations are in days
- 4) Display Custom View
- 5) Proper Summary Tasks
- 6) Milestones at Beginning
- 7) All Tasks are Auto Scheduled
- 8) Proper Status Date Setup
- 9) Organizer set up
- 10) Filters showing
- 11) Macros
- 12) Predecessors/Successors logically linked
- 13) ASAP used, minimize SNET
- 14) FS Used, with exception of FF on milestones
- 15) Slack is kept to minimum
- 16) Critical Path is realistic