

## APPENDIX Q—QUARTERLY/MILESTONE CONTROL REVIEW CHECKLIST

During CPIC control reviews, the following critical areas should be addressed:

1. Status of the critical path:
  - Where is the investment on the critical path?
  - If it is behind schedule, by how much?
  - Is there a strong plan for recovery, and what steps are being taken to recover?
2. Milestone hit rate:
  - What is the total number of milestones planned vs. the total number actually met?
  - What is the milestone hit rate since the last control review or since the most recent E-Board review?
3. Deliverables hit rate:
  - What is the number of deliverables provided to date vs. the number planned?
4. Issues:
  - Have there been issues that had a major effect on the investment?
  - Are issues logged and evaluated, and resolutions documented?
5. Actual cost-to-date vs. estimated cost-to-date:
  - What is the total cost-to-date vs. the estimated cost-to-date?
  - Is Earned Value Management used to measure actual resources expended against planned resources expended and to estimate future performance of projects?
  - Are causes of cost variances tracked and addressed?
6. Actual resources vs. planned resources:
  - Are there more or fewer FTEs working vs. number of FTEs planned?
  - Has there been significant, unplanned turnover among the core team, Project Manager or Sponsor?
7. Have high-probability and high-impact risks been tracked and adequately addressed?
8. Has contractor reporting been adequate?
  - Does the contractor report by WBS?
    - Task progress
    - Deliverables
    - Planned activities
    - Expenditures
  - Are the reports assessed and action taken?