

Schedule Quality Best Practices 1



1. Each task should have predecessors and successors.
2. Tasks should not have lead time (negative lag).
3. Lag time should be replaced with tasks that show detail.
4. Most dependencies should be finish-to-start.
5. Avoid hard date constraints.
6. Incomplete tasks should have resources assigned.
7. Summary tasks should **not** have resources assigned.

Schedule Quality Best Practices 2



8. Minimize number of tasks with excessive float.
9. Incomplete tasks should not have negative float.
10. Break tasks with high duration into several tasks.
11. Correct invalid dates: Planned work should not be in the past and complete should not be in the future.