

Project Delay & Claim Readiness Checklist

Synthetic educational example. This checklist is not legal advice and does not determine entitlement.

1. Contract and notices

YES	NO	REVIEW ITEM
☐	☐	Is the contractual completion date and approved baseline identified?
☐	☐	Are notice requirements and time bars recorded?
☐	☐	Were notices issued against defined events?
☐	☐	Are instructions and changes traceable to dates?
☐	☐	Is the requested relief stated consistently?

Action: Record missing notices, dates, clauses, or approvals.

2. Programme integrity

YES	NO	REVIEW ITEM
☐	☐	Is the accepted baseline available in native format?
☐	☐	Are update data dates consistent with reporting periods?
☐	☐	Are actual dates and remaining logic supportable?
☐	☐	Are calendars, constraints, and open ends understood?
☐	☐	Can the critical path be reproduced?

Action: List programme defects that require validation before analysis.

3. Delay-event definition

YES	NO	REVIEW ITEM
☐	☐	Does each event have a clear cause and start date?
☐	☐	Are affected activities identified?
☐	☐	Is the alleged programme effect stated?
☐	☐	Are responsibility and concurrency issues separated?
☐	☐	Are assumptions and limitations visible?

Action: Create one event record per alleged cause.

4. Contemporaneous records

YES	NO	REVIEW ITEM
☐	☐	Do daily and weekly reports cover the event period?
☐	☐	Are correspondence and meeting minutes indexed?
☐	☐	Can records be tied to activities, areas, and dates?
☐	☐	Are progress photographs and approvals date-stamped?
☐	☐	Is the document register complete enough to audit?

Action: Identify record gaps and the owner responsible for closing each gap.

5. Commercial readiness

YES	NO	REVIEW ITEM
☐	☐	Is a decision-maker available for factual validation?
☐	☐	Is the submission or negotiation deadline known?
☐	☐	Are scope, deliverables, and revision limits defined?
☐	☐	Is technical support budgeted?
☐	☐	Are conflict and confidentiality checks complete?

Action: Confirm authority, timing, budget, and confidentiality before sharing evidence.

Request a focused review

contact@vinbonprojectservices.com

Do not send project records until VINBON completes a conflict and confidentiality check.