

WORKING TEMPLATE

Monthly schedule narrative

Explain what changed, why it matters and what happens next alongside the monthly schedule update.

Project / package**Prepared by / role****Record date (YYYY-MM-DD)****Record ID / revision****01 Reporting period / data date / schedule revision****02 Previous comparison revision / completion movement****03 Work achieved / progress evidence****04 Driving and near-critical work****BEFORE YOU START**

- Current and previous accepted schedule revisions
- Agreed data date and progress measurement rules
- Site records, actual dates and remaining-duration evidence
- Milestone, change and action registers

CONTINUATION / REVIEW & CLOSEOUT

Monthly schedule narrative

Keep this page with the project, record ID and revision entered on page 1.

05 Logic, calendar, scope and constraint changes**06 Delays, interfaces and assumptions****07 Next-period work / required decisions****08 Actions, owners and due dates****REVIEW BEFORE ISSUE**

- ☐ The narrative and native schedule use the same data date.
- ☐ Material completion movement is explained, including improvements.
- ☐ Changes to the model are separated from progress updates.
- ☐ Required decisions have accountable owners and dates.

Use a continuation sheet for longer evidence or additional findings; retain the same record ID and revision. Save a local copy to retain your entries.

Original Kairos template, not an official standard or approval. Adapt to the contract, project procedure and authorized decision route.

Practice references: GAO Schedule Assessment Guide, GAO-16-89G; UFGS 01 32 01.00 10, Project Schedule, August 2026.