

WORKING TEMPLATE

Schedule recovery plan

Set out a feasible recovery proposal with workforce assumptions, resources, constraints and review points.

Project / package**Prepared by / role****Record date (YYYY-MM-DD)****Record ID / revision****01 Affected milestone / current forecast / target****02 Driving activities / cause / evidence****03 Proposed recovery measures and sequence****04 Resources / productivity basis / access assumptions****BEFORE YOU START**

- Current status schedule and contractual milestones
- Documented causes and constraints
- Resource, access, procurement and workforce availability
- Safety, quality and approval requirements

CONTINUATION / REVIEW & CLOSEOUT

Schedule recovery plan

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

05 Safety, quality and procurement constraints**06 Model comparison / residual exposure****07 Weekly commitments / measures / escalation trigger****08 Owners / approvals needed / review date****REVIEW BEFORE ISSUE**

- ☐ Measures target driving or near-critical work.
- ☐ Resource and productivity assumptions have a stated basis.
- ☐ Access, safety, quality and procurement constraints are addressed.
- ☐ The plan has review dates and measurable commitments.

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