**STAGE 5 – READJUSTMENT, FINE-TUNING, AND ASSESMENT**

**Stage 5 Master Schedule Notebook Contents**

**& Stage 5 Cover Sheet**

The Master Schedule Notebook serves as a repository for recording scheduling data, ideas, insights, decisions, etc. at every stage of the Master Scheduling process. It documents the process and the learning that occurs along the way. The Notebook informs the cycle of continuous master schedule improvement and provides a record and a journey map for future master schedule teams.

The Master Schedule Notebook/Log/Journal/Portfolio may be maintained in a binder, as a set of folders, as a set of files on a platform such as Google Drive, or elsewhere in the cloud.

**Suggested Stage 5 Artifacts for Inclusion in the Master Schedule Notebook**

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| Check if  Included | **Stage 5 Master Schedule Notebook – Recommended Artifacts** |
|  | Responses to Guiding Questions for Stage 5 |
|  | Master Schedule Theory of Action (revisited) |
|  | Internal Assessment of the Master Schedule Process and Product |
|  | External Assessment of the Master Schedule Process and Product |
|  | Record of Master Schedule Communication with Stakeholders (emails, briefs, meetings, etc.) |
|  | Consistency with Master Schedule Timeline – Description of the degree to which you adhered to or failed to adhere to the Master Schedule Timeline throughout the entire Master Schedule process. Does your team have any recommendations for changes to the official District/site Master Schedule Timeline? If yes, what is the rationale for each of your recommendations? |
|  | Stage 5 Reflection |
|  | The Final Master Schedule Reflection on the overall Master Schedule development process and product – What? So What? Now What? |
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