

Monthly deep-dive — cheat sheet

Working session, shown from live data · run on existing PDT artifacts — no slides built for this meeting

Purpose Show the real status of each program — milestone status, decisions made, pull-in actions, and where help is needed. Schedules, dates, and trends come from live data.

Objectives

- **Report milestones** — completed / pulled-in / on track / late, with trend and recovery actions.
- **Communicate decisions** made within the PDT freedom scale — not for permission.
- **Surface gaps** from target and the support needed to pull in or prevent a slip.
- **Drill down** on late milestones — critical path, gap, trend, actions.

Entry criteria — else the program defers

- **Schedules current** to last refresh, reflecting reality.
- **PM and product boss pre-aligned** on schedule and status.
- **fastProject CP analysis done**; actions on top 5 critical paths ready.

Review flow (per program)

1. **Development flow** — calibrate on changes. *
2. **Schedule assumptions** — scope, sample, safe launch, buffers. *
3. **PDT project summary** — 10,000-foot view (product boss).
4. **Portfolio trends** — AI-generated weekly, standardized milestone set.
5. **Wiggle chart summary** — samples / qual / release.
6. **Key issues and help needed**

** Blocks 1–2: first review only, or when changed. On standby for drill-down: live schedules, portfolio dashboard, CP analysis.*

PM drill-down — late or on demand

1. **Critical path to target** — what drives the finish date and the gap?
2. **Peel back to CP2–CP4** — what's next to worry about?
3. **CP trend** — based on how CP2 and beyond are trending, what's next?
4. **Learning cycles** — how many to solve the open technical problems? (= the realistic schedule)

Roles

- **Product bosses** — present; own status summary and key issues.
- **PMs** — add color; own drill-down from live schedule and CP analysis.
- **Program direction** — set expectation with leadership; hold the format.
- **Leadership team** — receive decisions; act on help-needed items.

Program status summary — table format

- **One row per major milestone**, from the wiggle chart dashboard.
- **Columns:** milestone · target · predicted finish · gap · risk (RAG) · change since last update · trend · cause · actions.
- **(Parens) = late**; RAG green / amber / red; trend = wiggle sparkline.
- **Also capture** decisions communicated and critical path blockers.