

Schedule Compliance Root-Cause Worksheet

When schedule compliance slips, use this worksheet for the week's analysis. Traces the drop to a specific stage of the cycle — not just "operations keeps breaking the zone."

Companion to: *Fix the System*, Chapter 7. **When to use:** any week that schedule compliance drops below the target tier. Don't wait for monthly. Do it in the meeting the following Monday. **Who fills it out:** the planner + scheduler, with input from the maintenance supervisor.

Week in review

Week ending: _____

Jobs scheduled for the week: _____ **Jobs completed as scheduled:** _____ **Schedule compliance %:** _____ **Change from previous week:** _____

Part 1 — Which jobs slipped?

List every job that was scheduled for the week but did not execute as scheduled. For each, note what actually happened.

WO #	Asset	Scheduled day	What actually happened	Reason category (see below)

Reason categories

For each slipped job, tag ONE of the following:

- **A** — Crew displaced by break-in work (which broke the frozen zone)
- **B** — Kit was incomplete / parts not available at execution time
- **C** — Operator / asset access not available at scheduled time
- **D** — Job plan was incomplete or wrong (scope expanded mid-job, or couldn't complete in estimated hours)
- **E** — Crew attendance or skill-mix issue (staffing)
- **F** — Emergency break-in absorbed by reserve (legitimate, NOT a failure)
- **G** — Weather / external / utility outage
- **H** — Other (specify)

Part 2 — Count by category

Tally each reason category from Part 1.

Category	Count
A — Frozen zone broken by non-emergency	_____
B — Kit / parts failure	_____
C — Operator / asset access failure	_____
D — Job plan failure	_____
E — Staffing	_____
F — Legitimate emergency (reserve absorbed)	_____
G — External (weather, utility, regulatory)	_____
H — Other	_____

Part 3 — Root cause to cycle stage

Each failure category maps to a specific stage of the work management cycle. Your dominant failure category tells you which stage needs attention.

Category	Maps to cycle stage	Chapter to revisit
A — Frozen zone broken	Schedule stage (this chapter). Frozen zone is leaking.	Ch7 — review Frozen-Zone Policy
B — Kit / parts failure	Plan stage. Kitting discipline failing.	Ch6 — review PM Kitting Checklist
C — Operator / asset access	Schedule stage. Weekly scheduling meeting not confirming coordination.	Ch7 — review Scheduling Meeting Agenda
D — Job plan failure	Plan stage. Job plan quality too low.	Ch6 — review Job Plan Template
E — Staffing	Execute stage (and HR). Not a scheduling failure per se — but recurring patterns suggest staffing model problem.	Ch8 — see wrench-time analysis
F — Legitimate emergency (reserve absorbed)	Cycle-wide — emergencies are inevitable. If F is your dominant category, you may need MORE reserved capacity.	Ch10 Emergencies

G — External	External. Note but don't systematize around it.	n/a
H — Other	Root-cause manually.	—

Your dominant failure category: _____

Cycle stage to revisit: _____

Part 4 — Five-Whys for the dominant category

For the dominant category above, do a quick 5-Whys analysis.

What happened: _____

Why? (1) _____

Why? (2) _____

Why? (3) _____

Why? (4) _____

Why? (5) — the root cause: _____

Part 5 — One action for next week

Based on the root cause, name ONE specific action you will take in the next week to address it. Not three. One.

Action: _____

Who owns it: _____

How you'll know it worked: (next week's compliance tracking)

Tracking across weeks

If the same failure category dominates for three consecutive weeks, the issue is structural, not circumstantial. Escalate to the monthly review and consider whether an upstream installation is needed rather than a one-week action.

Week	Compliance %	Dominant category	One action taken	Result

From Fix the System by Ivan Getov. Companion to Chapter 7: Schedule. getov.xyz/toolkit/fix-the-system/ch07/schedule-compliance-rca. Free. No email required.