

Project Name :

Completed By :

Date :

Item	Description	Y	N	N/A	Comments
1	Has a baseline plan been established ?				
2	Has the work breakdown structure been developed ?				
3	Has a network diagram been identified ?				
4	Has the critical path been identified ?				
5	Have all outside timing constraints been highlighted ?				
6	Have significant milestones been identified ?				
7	Are all deliverables clearly defined, and measurable ?				
8	Have project performance measurements been established ?				
9	Has a progress collection mechanism been designed ?				
10	Has a target schedule been established and communicated ?				
11	Is the project organization clearly defined ?				
12	Are roles and responsibilities clearly defined for all project participants ?				
13	Has a resource utilization plan been developed ?				
14	Are all the resources working within their capacity ?				
15	Have costs been calculated ?				
16	Has a change management process been documented ?				
17	Does a risk management strategy exist ?				
18	Has a risk analysis been completed ?				
19	Is the issue management process functioning correctly ?				
20	Has a quality plan been put in place ?				
21	Has a communications plan been developed ?				
22	Have procurement strategies been identified ?				
23	Does the plan present a feasible strategy to achieve the project objectives ?				
24	Has buy-in been obtained from all necessary stakeholders ?				
25	Have lessons learned been documented ?				
26	Is the project ready to proceed to the Control Phase ?				

Other Comments (continue on reverse side if necessary) :