

Project Name :

Completed By :

Date :

| Item | Description | Y | N | N/A | Comments |
|------|---|---|---|-----|----------|
| 1 | Has the project manager been identified ? | | | | |
| 2 | Has a project sponsor been defined ? | | | | |
| 3 | Have all the necessary stakeholders been identified and considered for membership in the project team ? | | | | |
| 4 | Has the project team been established ? | | | | |
| 5 | Has all background documentation been obtained and reviewed, including appropriate contracts ? | | | | |
| 6 | Are the initial roles and responsibilities documented ? | | | | |
| 7 | Has the issues database been initiated ? | | | | |
| 8 | Is the project goal/vision defined ? | | | | |
| 9 | Has the project charter been written ? | | | | |
| 10 | Are the project objectives clear and measurable ? | | | | |
| 11 | Has the high-level project scope been defined ? | | | | |
| 12 | Have major project constraints been identified ? | | | | |
| 13 | Do project management guidelines need to be published ? | | | | |
| 14 | Does the project have necessary senior management support ? | | | | |
| 15 | Is the project feasible ? | | | | |
| 16 | Have lessons learned been documented ? | | | | |
| 17 | Is the project ready to proceed to the Planning Phase ? | | | | |
| | | | | | |

Other Comments :

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