



## Project Management Checklist

This checklist contains a list of items that the team lead and the team members should consider when assessing the overall management of and preparation for the project. It should be used as an internal resource to determine appropriate resource and budget, review structure, communication targets and methods, etc. It is completed early on in the Organize IPT phase of the project to ensure that all of the mechanisms are in place so that the project team can effectively accomplish the objectives of the project. However, the Project Management Checklist should be used as an on-going tool for the team and project management to assess the project from multiple aspects (time frames).

<b>I. IPT Name:</b>		
<b>II. Deliverable Name:</b> Project Management Checklist		<b>Date Completed:</b>
<b>III. Contact Information</b>		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
<b>IV. Task Order Number:</b>		

Checklist Item	Yes/No	Comments
1. Do project personnel have adequate participation in the project to know its true status firsthand?		
a) Is a qualified person sufficiently involved in each critical area?		
b) Are communication lines working?		
2. Do the current activities of the project team support the objectives stated in the business case and in the project arrangement letter?		
3. Is the Quality Review process being followed?		
a) Are reviews held on a regular basis?		
b) Is the frequency of the reviews appropriate to the risk and complexity of the project?		
c) Are the results of the review documented in a timely manner?		
d) Have all action points been addressed?		
4. Do project supervisors prepare Quality Review checklists on a timely basis, i.e., when all tasks in a segment are considered to be completed?		
5. Do project supervisors explain to the project team members the purpose and nature of each task and		



Checklist Item	Yes/ No	Comments
how it should be documented?		
6. Do project supervisors closely monitor the initial steps of each task to be sure that the project members understand what is expected?		
7. Do project supervisors check the progress of the project team members frequently and review the work objects and documentation as it is prepared?		
8. Do project supervisors review the final results of each task when the project team members report that the task is complete?		
9. Do project supervisors ensure that the necessary additions and corrections are made to the documentation's on a timely basis?		
10. Do project supervisors and management regularly monitor the status of the project by reviewing:		
a) Budget variances?		
b) Resource variances?		
c) Schedule variances?		
d) Work package (deliverable) variances?		
e) Cost variances?		
11. Are all variances investigated and explained, and is corrective action being taken before target dates are missed?		
12. Is corrective action being taken before target dates are missed?		
13. Is there written documentation of the results of progress meetings, and are individuals identified as being responsible for following up on points?		
14. Has physical space been identified for the project team that is consistent with the requirements of the task (i.e., co-located, etc.)?		
15. Has security been considered to determine whether each member of the IPT has appropriate access to the required systems, applications, etc. (i.e., VDC, LAN, etc.)?		
<b>COMMUNICATING WITH MANAGEMENT</b>		
1. Are periodic written status reports prepared and discussed with management?		
2. In addition to reporting status, does project management meet with senior management regularly to discuss:		
a) Project issues requiring management's attention?		
b) Proposed scope changes?		
c) Significant changes to the business case?		
3. Have anticipated project cost increases or decreases		



Checklist Item	Yes/ No	Comments
been reviewed with the appropriate management personnel?		
4. Is there an effective change control process in place? Are all changes to the project's scope:		
a) Identified and logged as change requests?		
b) Analyzed to determine their full impact before being reviewed?		
c) Prioritized and schedule by the appropriate management personnel?		
d) Approved before being implemented?		
5. Are all project issues:		
a) Tracked in the project repository?		
b) Analyzed in light of their impact on the project's business objectives and business case?		
c) Resolved in a timely manner?		
d) Promptly communicated to all affected parties?		
6. Is the user involvement in the project sufficient in terms of:		
a) Appropriate number and experience level of user participants?		
b) Timely review and sign-off of project deliverables and issues?		
c) Quality and timeliness of user tasks and work packages (deliverables)?		
7. Are user management personnel sufficiently involved in the project?		
8. Are the users' expectations about the system being appropriately managed?		