



Project Plan Review Checklist

This checklist provides a mechanism for the team to determine if all the necessary steps have been taken to plan for the project. It asks questions related to: work processes, deliverables, schedule, effort/cost, resources, and risk in order to support the team in developing the project plan.

| | | |
|--|------|------------------------|
| IPT Name: | | |
| Deliverable Name: Project Plan Review Checklist | | Date Completed: |
| Contact Information | | |
| | Name | Channel Unit |
| IPT Sponsor | | |
| Channel Task Manager | | |
| CIO Task Manager | | |
| Contractor Task Manager | | |
| Task Order Number: | | |

| Work Processes | Yes/No | Comments |
|--|--------|----------|
| Does the project plan cover all required work, including: | | |
| ▪ Preparation of deliverables? | | |
| ▪ Inspection, test, demonstration, and acceptance of deliverables? | | |
| ▪ Orientation/training? | | |
| ▪ Project organization activities? | | |
| ▪ Project management on administrative activities? | | |
| Does the project management plan reflect: | | |
| ▪ A deliverables orientation? | | |
| ▪ How the work will be done? | | |
| ▪ Alignment with the Capability Delivery Approach and Capability Release Delivery Approach, if applicable? | | |
| Are the Project Work Plan and Work Packages developed to appropriate levels of detail? | | |
| Does the Project Work Plan facilitate weekly performance measurement based on objective measures such as Work Package milestone accomplishment (but avoid further unnecessary detail)? | | |
| Do the Work Packages contain all the detail needed for the assigned persons to do the work? | | |
| Have standard Project Work Plan templates been used | | |



| Work Processes | Yes/No | Comments |
|---|--------|----------|
| (if applicable), and if so, have any adjustments been noted in the Project Assumptions? | | |
| Have all project dependencies been identified in the Work Plan? | | |

| Deliverables | Yes/No | Comments |
|--|--------|----------|
| Do the high-level deliverables correspond to those defined in the work breakdown structure (WBS) elements? | | |
| Do interim deliverable represent logical prerequisites for the high-level deliverables? | | |
| Are all deliverables requirements appropriately integrated into the Project Work Plan and/or Work Packages, including: | | |
| <ul style="list-style-type: none"> ▪ Quality requests as defined by the Project Quality Action Plan? | | |
| <ul style="list-style-type: none"> ▪ Functional, technical, and operational characteristics, as stated in WBS elements and supporting specifications? | | |
| <ul style="list-style-type: none"> ▪ Activities to measure and monitor achievement? | | |
| Are acceptance sign-off requirements documented, showing the various stakeholders that must sign off on each key interim and final deliverable? | | |

| Schedule | Yes/No | Comments |
|---|--------|----------|
| Does the overall time frame fall within the specified earliest start/latest finish dates? | | |
| Does each project status/performance review period have at least one project milestone? | | |
| Are project and Work Package milestones based on appropriate events such as acceptance of deliverables (not just their preparation) and other tangible results? | | |
| Are planned durations reasonable? | | |
| Do underlying, more detailed, schedule dates synchronize with the higher-level milestones? | | |
| Is there a prudent amount of slack on the critical path? | | |

| Effort/Cost | Yes/No | Comments |
|---|--------|----------|
| Are budget estimates aggressive but achievable? | | |
| Do the detailed Project Work Plan estimates balance with the Project Resource Plan? | | |
| Are estimating methods used and estimating | | |



| Effort/Cost | Yes/No | Comments |
|--|--------|----------|
| assumptions: | | |
| ▪ Documented? | | |
| ▪ Appropriate? | | |
| Are resource types and skills: | | |
| ▪ Clearly specified? | | |
| ▪ Appropriate to the work? | | |
| Is effort contingency compliant with program management policy? | | |
| If required by program management, do estimates take into account: | | |
| ▪ Indirect costs? | | |
| ▪ Procured goods and services? | | |
| ▪ Other costs? | | |

| Resources | Yes/No | Comments |
|--|--------|----------|
| Do planned resources reflect: | | |
| ▪ Leveled workloads? | | |
| ▪ Practical ramp up/ramp down? | | |
| ▪ Effects of learning curve? | | |
| ▪ A core team of full-time personnel? | | |
| ▪ Appropriate part-time personnel? | | |
| Does resource loading reflect appropriate allowance for unavailability? (Are resources loaded at, say, 80 percent of capacity, or are other allowances made for holidays, vacations, illness, training, etc.?) | | |
| Does the Project Resource Plan properly include any physical resources whose usage is to be formally controlled? | | |
| Do the resource requirements by type/skill within organizational breakdown structure (OBS) element – i.e., providing organization and entity and unit – agree with those in the Project Statement of Work? | | |

| Risk | Yes/No | Comments |
|--|--------|----------|
| Are project risks: | | |
| ▪ Identified? | | |
| ▪ Analyzed and assessed? | | |
| ▪ Consistent with corresponding program risks? | | |
| Is the Project Risk Mitigation Plan pragmatic and useful? | | |
| Are risk mitigation actions: | | |
| ▪ Appropriate to the circumstances? | | |
| ▪ Reflected in the Project Work Plan when the risk is to be mitigated proactively? | | |
| ▪ Treated as contingent responses that will only | | |



| Risk | Yes/No | Comments |
|------------------------------------|--------|----------|
| require action if the risk occurs? | | |

| Other | Yes/No | Comments |
|---|--------|----------|
| Do Project Standards and Procedures: | | |
| <ul style="list-style-type: none"> Cover all required subjects (i.e., all relevant Program Policies and Standards, plus additional standards and procedures for the project's unique requirements)? | | |
| Does the Project Plan include: | | |
| <ul style="list-style-type: none"> A project organization that is consistent with the program-level organization structure? | | |
| <ul style="list-style-type: none"> A project organization that reflects solid organization principles (such as span of control, mentoring match-ups, work groups of blended organizational entities, use of work cells, etc.)? | | |
| <ul style="list-style-type: none"> A project reporting and communications scheme that is consistent with relevant policies, and which reflects agreed approaches for working with key stakeholders? | | |
| Does planned project orientation and training: | | |
| <ul style="list-style-type: none"> Take advantage of program-level orientation and training? | | |
| <ul style="list-style-type: none"> Meet all identified knowledge and skill gaps? | | |
| Is initiation of all planned procurements: | | |
| <ul style="list-style-type: none"> Included in the Project Work Plan? | | |
| <ul style="list-style-type: none"> Scheduled to provide adequate lead time? | | |

| Issues/Corrective Actions | Yes/No | Comments |
|--|--------|----------|
| Does the Project Work Plan provide sufficient allowance for continuous: | | |
| <ul style="list-style-type: none"> Performance monitoring and assessment? | | |
| <ul style="list-style-type: none"> Planning to reflect performance issues and change orders? | | |
| Have all affected Project Plan documents been revised to reflect: | | |
| <ul style="list-style-type: none"> Change orders? | | |
| <ul style="list-style-type: none"> Replanning changes? | | |
| Have appropriate corrective actions been taken or proposed to address all identified issues? | | |
| If there are newly submitted project change requests, do they: | | |
| <ul style="list-style-type: none"> Justify the need for the change? | | |
| <ul style="list-style-type: none"> Reflect thorough impact analysis? | | |
| <ul style="list-style-type: none"> Propose practical solutions that are consistent with project priorities? | | |



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