



Solution Acquisition Project Management Checklist

This checklist should be used by SFA project managers of solution acquisition projects. The purpose of this checklist is to provide SFA project managers with a high-level view of what PM tasks have been accomplished and which remain to be completed. It should be completed at least at the end of each of the SLC phases: Vision, Definition, Construction, Deployment and Support.

Work Process	Yes/ No	Comments
Project Management Planning		
Are project management activities defined and documented in the solution acquisition plan?		
Are roles, responsibilities and authority designated and documented in the solution acquisition plan?		
Are project commitments and goals communicated to the project team?		
Are changes to project commitment and goals communicated to the project team?		
Are the project management activities reviewed by project management and the Executive Sponsor on a periodic or event driven basis?		
Schedule/WBS		
Is the project schedule documented and tracked in a WBS (e.g. MS Project)?		
Is responsibility designated for maintenance of the WBS?		
Are project management activities included in the project's WBS?		
Project Status		
Is the project's progress tracked based on the measures defined in the solution acquisition plan, including costs?		
Is project status reported in regularly scheduled status reports?		
Is project status reviewed in regularly scheduled status meetings?		
Are status reports completed by the project team and reviewed by project management and the Executive Sponsor on a regular basis?		
Risk Management		
Are risks identified and tracked in a risk log or matrix?		
Is the project team encouraged to identify risks and report them to management?		
Are critical risks reported in status reports?		
Are risks discussed in status meetings?		
Are mitigation plans developed and utilized for risks?		
Issue Management		
Are issues identified and tracked in an issue log or matrix?		
Is the project team encouraged to identify issues and report them to management?		
Are critical and/or irresolvable issues escalated to management?		
Are issues discussed in status meetings?		
Is corrective action taken when necessary?		