



Solution Acquisition Planning Quality Assurance 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 SAP tasks have been accomplished and which remain to be completed.

Work Process	Yes/ No	Comments	Supporting Artifacts
Did Solution Acquisition Planning begin at the beginning of the Vision phase? If not when and under what circumstances?			
Were the project's Vision phase activities estimated for time and effort?			
Was the estimation documented and include in the Solution Acquisition Plan (SAP)?			
Were resources assigned to the acquisition effort? Were those resources documented in the SAP?			
Did the acquisition resources receive appropriate training in acquisition planning or have experience in acquisition planning? Was that training or experience documented in the SAP?			
Was the Business Case developed in accordance with the IT Investment Management procedures?			
Was the business case baselined and placed under management control?			
Were the acquisition strategy and solicitation activities planned for and documented in the SAP?			
Were project management activities, including risk management planning, decided upon and planned? Were they documented in the SAP?			
Did the Executive Sponsor review the SAP? Was the SAP approved and baselined?			
Was the SAP updated and maintained throughout the appropriate phases of the SLC?			
Was the acquisition management activity contract tracking and oversight planned for and documented in the SAP?			
Was the acquisition management activity requirements development and management planned for and documented in the SAP?			
Was the acquisition management activity configuration management for and documented in the SAP?			
Was the acquisition management activity quality management planned for and documented in the SAP?			
Was the acquisition management activity evaluation planned for and documented in the SAP?			
Was the acquisition management activity transition to support planned for and documented in the			



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SAP?			
Were the measurements, including effort, costs, and schedule, for the project's success agreed upon and documented in the SAP?			
Did the Executive Sponsor review updates to the SAP? Does supporting documentation exist?			
Was the project managed and tracked throughout the phases of the SLC using the SAP as a guide?			
Was the acquisition planning estimating worksheet completed for planning effort and duration?			
Was the acquisition planning estimating worksheet completed with actual effort days and duration?			
Was the SAP process evaluated at the end of the project?			