

Overall Project Checklist

Project Name: _____ Date: _____

This checklist can be completed at any point in the project, particularly when a major milestone has been reached. The questions presume that traditional project management activities are taking place on the project, and that some form of Project Plan is being produced and maintained.

Score should range from 0 (No) to 10 (Yes).		Score (0-10)
1.	Does the project have a project plan that includes details for near-term activities, and at least high-level activities through to the end of the project?	
2.	Is the project keeping all project stakeholders appropriately informed and involved in the project?	
3.	Is the project basing its estimation and commitments on the requirements and work to be performed, without allowing desired target dates to be the sole determining criteria?	
4.	Can the project demonstrate that all appropriate terms and conditions are being met in all project contracts and agreements?	
5.	Has the project assessed all reasonably possible risks and developed mitigation strategies for minimizing or avoiding their affects?	
6.	Has the project received, clarified, and prioritized all user requests related to the proposed project scope; and planned project activity based on those factors? <i>(if not, see Initiation Phase)</i>	
7.	Has the project clarified the problem and business case for the project, and provided for the specification of the functional and technical requirements to be met? <i>(if not, see Analysis Phase)</i>	
8.	Has the project identified, costed, scheduled, and contracted the resources necessary to implement the defined requirements? <i>(if not, see Bid & Contract Phase)</i>	
9.	Has the project designed and built the application systems and components necessary to implement the defined and contracted requirements? <i>(if not, see Design & Build Phase)</i>	
10.	Has the project conducted validation and acceptance of all work products, and implemented provided software solutions into production? <i>(if not, see Accept & Implement Phase)</i>	
Total Score:		

Notes: