

## PROJECT MANAGEMENT - PROJECT PLANNING CHECKLIST

<b>Project Scope</b>	Are there clearly defined business goals and objectives?	Y/N
	Are the goals and objectives in the scope section of the plan document?	Y/N
	Have assumptions been included?	Y/N
	Have constraints been identified?	Y/N
<b>Deliverables</b>	Is there a list of all the deliverables for the project?	Y/N
<b>Completion Criteria</b>	Is the completion criteria clearly defined?	Y/N
<b>Acceptance Criteria</b>	Is the acceptance criteria clearly defined?	Y/N
<b>Project Schedule (WBS)</b>	Is there a clear WBS?	Y/N
	Is the project schedule structured into overview and sub-phases?	Y/N
	Are dependencies identified in the plan?	Y/N
	Are external dependencies linked to activities in the plan?	Y/N
	Are public & resource holidays identified in the schedule?	Y/N
	Is there a Gantt chart?	Y/N
	Has work effort been estimated?	Y/N
	Has task duration been estimated?	Y/N
	Has skill level of resources been taken into account?	Y/N
	Have the estimates been supplied by or validated by the resource assigned to it?	Y/N
	Has PM effort been included in the plan?	Y/N
	Have all activities been decomposed to an individual effort estimate i.e. no more than 5 days effort per activity.	Y/N
	Has the Cost Estimates (Budget) been calculated from the WBS?	Y/N
<b>Milestones &amp; Dates</b>	Have key milestones & dates been identified in the plan? These are the key points at which they project will be reviewed for performance?	Y/N
<b>Resources</b>	Resource Requirements: are <b>named</b> resources assigned to activities, appropriate to their skills?	Y/N
	Is Resource Loading based on 5 days per week/ normal working hours?	Y/N
	Have resource requirements, hardware/additional software costs been estimated?	Y/N
	Has any necessary resource training been scheduled in to the project schedule?	Y/N
	Are resources available to the project 100%?	Y/N
<b>Project Organisation</b>	Have Roles and responsibility been assigned?	Y/N
	Have you produced an Organisational Chart for the project?	Y/N
<b>Plan Reviews</b>	Has the Project Plan been reviewed internally?	Y/N

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<b>Plan Updates</b>	Have the necessary activities to update the Project Plan/ Budget at the end of each phase been identified in the WBS?	Y/N
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Any other relevant information?