

Project Management Toolkit – ‘How?’ Checklist

Project:	Project Manager:
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Stage One check	
Have there been any changes since Stage One completion? (Development of the business case and project kick-off may be some time apart)	
Sponsorship	
Who is the sponsor? (The person who is accountable for the delivery of the business benefits)	
Has the sponsor developed a communication plan?	
Benefits management	
Has a benefits realization plan been developed?	
How will benefits be tracked? (Have they been adequately defined?)	
Business change management	
How will the business change issues be managed during the implementation of the project? (Are there any specific resources or organizational issues?)	
Have all project stakeholders been identified? (Review the stakeholder map from Stage One)	
What is the strategy for handover of the project to the business? (Link this to the project objectives)	
Scope definition	
Has the scope changed since Stage One completion? (Has further conceptual design been completed which may have altered the scope?)	
Have the project objectives been defined and prioritized? (What is the project delivering?)	
Project type	
What type of project is to be delivered? (For example engineering or business change)	
What project stages/stage gates will be used? (Key milestones for example funding approval, which might be go/no go points for the project)	
Funding strategy and finance management	
Has a funding strategy been defined? (How will the project be funded and when do funds need to be requested?)	
How will finance be managed?	

Project Management Toolkit — ‘How?’ Checklist (continued)

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Risk and issue management	
Have the CSFs changed since Stage One completion? (As linked to the prioritized project objectives and the critical path through the project risks)	
Have all project risks been defined and analysed? (What will stop the achievement of success?)	
What mitigation plans are being put into place?	
What contingency plans are being reviewed?	
Project organization	
Who is the Project Manager?	
Has a project organization for all resources been defined? (Include the project team and all key stakeholders)	
Contract and supplier management	
Has a strategy for use of external suppliers been defined? (The reasons why an external supplier would need to be used for any part of the scope)	
Is there a process for using an external supplier? (For example selection criteria, contractual arrangements, performance management)	
Project controls strategy	
Is the control strategy defined?	
Project review strategy	
Is the review strategy defined? (How will performance be managed and monitored — both formal and informal reviews and those within and independent to the team?)	
Stage Two decision	
Should the project be progressed further? (Is the project delivery strategy robust enough for project delivery to commence?)	