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| **Project Scope** | 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 |
| **Deliverables** | Is there a list of all the deliverables for the project? | Y/N |
| **Completion Criteria** | Is the completion criteria clearly defined? | Y/N |
| **Acceptance Criteria** | Is the acceptance criteria clearly defined? | Y/N |
| **Project Schedule (WBS)** | 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 |
| **Milestones & Dates** | 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 |
| **Resources** | Resource Requirements: are **named** 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 |
| **Project Organisation** | Have Roles and responsibility been assigned? | Y/N |
|  | Have you produced an Organisational Chart for the project? | Y/N |
| **Plan Reviews** | Has the Project Plan been reviewed internally? | Y/N |

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| **Plan Updates** | Have the necessary activities to update the Project Plan/ Budget at the end of each phase been identified in the WBS? | Y/N |

Any other relevant information?