

Project Name :

Completed By :

Date :

Item	Description	Y	N	N/A	Comments
1	Has the project manager been identified ?				
2	Has a project sponsor been defined ?				
3	Have all the necessary stakeholders been identified and considered for membership in the project team ?				
4	Has the project team been established ?				
5	Has all background documentation been obtained and reviewed, including appropriate contracts ?				
6	Are the initial roles and responsibilities documented ?				
7	Has the issues database been initiated ?				
8	Is the project goal/vision defined ?				
9	Has the project charter been written ?				
10	Are the project objectives clear and measurable ?				
11	Has the high-level project scope been defined ?				
12	Have major project constraints been identified ?				
13	Do project management guidelines need to be published ?				
14	Does the project have necessary senior management support ?				
15	Is the project feasible ?				
16	Have lessons learned been documented ?				
17	Is the project ready to proceed to the Planning Phase ?				

Other Comments :