

Project Initiation Checklist

Project Name: _____
Project Manager: _____
Project Sponsor: _____
Project Customer: _____
Facilitator: _____
Review Date: _____

Background			
Background of the project:			
Objectives			
	Yes	No	Comments
Have project objectives been defined and are they clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Organization			
	Yes	No	Comments
Has a project sponsor been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a project customer been identified who will sign-off the requirement and accept the delivery?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an issues escalation mechanism been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an ultimate authority been identified who can make final say on project continuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Project Manager been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Business Analyst been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Core Team been identified?	<input type="checkbox"/>	<input type="checkbox"/>	

Project Definition			
	Yes	No	Comments
Has a Business Case been developed and approve by the authority?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the project been prioritized?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Business Requirements been completed and sign-off?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Deliverables been defined clearly?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Acceptance Criteria been established for each Deliverable?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Project Management Methodology been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Risk			
	Yes	No	Comments
Has Risk been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	
Have Risk Mitigation Strategies been defined?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Contingency Reserve been established?	<input type="checkbox"/>	<input type="checkbox"/>	
In-Scope			
	Yes	No	Comments
Have business functions been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has Project interface been identified/documentated?	<input type="checkbox"/>	<input type="checkbox"/>	
Have business processes impacted by the project been identified?	<input type="checkbox"/>	<input type="checkbox"/>	

Constraint			
	Yes	No	Comments
Has the Project Budget been approved?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Project Deadline (Completion Date) been established?	<input type="checkbox"/>	<input type="checkbox"/>	
Have interdependencies between other projects been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Project Estimates			
	Yes	No	Comments
Start Date	<input type="checkbox"/>	<input type="checkbox"/>	
End Date	<input type="checkbox"/>	<input type="checkbox"/>	
Efforts in hours	<input type="checkbox"/>	<input type="checkbox"/>	
Budget	<input type="checkbox"/>	<input type="checkbox"/>	
# of Functionality	<input type="checkbox"/>	<input type="checkbox"/>	
# of Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	

General Observations

Actions

ID	Action Item	Assigned To	Due By

Comments

Approvals

Project Customer: _____ Date: ___/___/___

Project Sponsor: _____ Date: ___/___/___

Project Manager: _____ Date: ___/___/___

Project Manager: _____ Date: ___/___/___

Facilitator: _____ Date: ___/___/___

Attendee: _____ Date: ___/___/___

Attendee: _____ Date: ___/___/___

Attendee: _____ Date: ___/___/___