

Checklist #1 – The Initiating Phase

Capture the objective of the project in 1 complete, succinct sentence:

- *Expert Answer:* The project objective is to import natural coral from the Solomon Islands, meeting market demand sustainably while complying with international regulations, notably CITES, to ensure ecological conservation.

High-level project schedule milestones identified:

- *Expert Answer:* Key milestones for the project include initiating market analysis, conducting feasibility studies, obtaining necessary approvals, planning logistics, executing the importation process, and conducting post-project reviews.

High-level scope of work identified:

- *Expert Answer:* The scope involves recognizing market demand, conducting feasibility studies, securing approvals, coordinating logistics, ensuring sustainable sourcing, and implementing quality control measures for the importation of natural coral from the Solomon Islands.

High-level project resources (budget and people) identified:

- *Expert Answer:* The estimated budget for the project is \$2 million, allocated for research, permits, logistics, and quality control. The team includes a Project Director, Research Specialist, Legal Expert, Compliance Officer, Communication Coordinator, Sustainability Specialist, Project Planner, Operations Manager, Quality Control Manager, and Corporate Relations Specialist.

1st Draft of the Stakeholder Management Tool Developed:

- *Expert Answer:* The Stakeholder Management Tool draft includes identified stakeholders, their interests, communication strategies, and methods to address concerns. It emphasizes real-time collaboration with government bodies, environmental organizations, and suppliers.

Complete the Project Charter (if needed):

- *Expert Answer:* A comprehensive Project Charter has been completed, encompassing project objectives, scope, deliverables, milestones, budget, and team roles. It serves as a dynamic document guiding the project throughout its lifecycle.

Hold the project kick-off meeting:

- *Expert Answer:* The project kick-off meeting brought together the entire project team to align on project goals, objectives, scope, and initial plans. It emphasized clear communication, collaboration, and the significance of each team member's role in achieving project success.

Checklist #2 – The Planning Phase

Regular team meetings scheduled for the expected duration of the project:

- *Expert Answer:* Bi-weekly team meetings are scheduled, emphasizing open communication and collaboration. Agile methodologies are incorporated, allowing for adaptive adjustments during the project's expected duration.

The Communication Plan has been completed:

- *Expert Answer:* The Communication Plan, a dynamic document, outlines tailored communication strategies for different stakeholders. It covers frequency, channels, and modes of communication, ensuring transparency and engagement throughout the project.

Project lifecycle model has been identified:

- *Expert Answer:* The project adopts an Agile lifecycle model, allowing for iterative adjustments and continuous stakeholder involvement. Regular sprint planning, reviews, and retrospectives are integrated, fostering adaptability and responsiveness to changing requirements.

Project requirements are frozen, and formal change control is now in effect:

- *Expert Answer:* Project requirements, after thorough analysis and stakeholder consultation, are now frozen. A formal Change Control Process is established, ensuring that any modifications to the requirements undergo rigorous evaluation and approval to maintain project stability.

Change Control Board established:

- *Expert Answer:* The Change Control Board, composed of key stakeholders, including the Project Director, Legal Expert, and Regulatory Compliance Officer, is established. It convenes regularly to evaluate proposed changes, ensuring alignment with project goals and objectives.

The release readiness checklist has been developed:

- *Expert Answer:* The Release Readiness Checklist encompasses criteria for each project phase, ensuring that deliverables meet quality standards before moving to the next stage. It includes a comprehensive review process, mitigating potential risks associated with each release.

The risk register has been developed, and the top risks have active risk management plans identified:

- *Expert Answer:* The Risk Register, collaboratively developed by the Risk Management Team, highlights potential risks and assigns owners for mitigation. Active risk management plans are in place, ensuring timely identification, assessment, and response to mitigate any adverse impacts on the project.

All stakeholders agree to the project timeline milestones:

- *Expert Answer:* A Stakeholder Alignment Workshop was conducted, ensuring that all stakeholders, including government bodies, environmental

organizations, and suppliers, agree on project timeline milestones. Consensus was reached through open dialogue and negotiation.

Schedule has been baselined:

- *Expert Answer:* The project schedule has been baselined, incorporating realistic timelines for each phase. Baseline deviations trigger proactive measures, ensuring that the project stays on course. The baseline serves as a reference point for performance measurement and adjustment.

Checklist #3 – The Execution Phase

Standing team meetings are effective and held regularly with a stated agenda:

- *Expert Answer:* Bi-weekly standing team meetings are conducted with a clearly defined agenda, fostering efficient communication, progress tracking, and issue resolution. Agile methodologies are incorporated, allowing for adaptive adjustments during each sprint.

Changes to the Plan of Record are managed effectively through the project and program level CCBs:

- *Expert Answer:* The Configuration Control Board (CCB) is actively managing changes to the Plan of Record. Regular meetings ensure that proposed changes undergo rigorous evaluation, impact assessment, and alignment with project and program objectives before approval.

The project schedule is updated regularly, incorporating unplanned work as needed:

- *Expert Answer:* The project schedule undergoes regular updates, incorporating unplanned work through an Agile approach. A dynamic Gantt chart is utilized, allowing for real-time adjustments to accommodate evolving project needs while ensuring alignment with baseline objectives.

Project execution metrics have been established, are monitored regularly, and drive corrective actions as needed:

- *Expert Answer:* Key performance indicators (KPIs) and project execution metrics, such as burn-up charts and velocity, are established and monitored regularly. Metrics drive data-driven decisions, enabling prompt corrective actions to maintain project momentum and meet objectives.

Project risks are reviewed regularly with new risks identified, and action plans updated as needed:

- *Expert Answer:* The Risk Management Team conducts regular risk reviews, identifying new risks and updating action plans as needed. Proactive risk mitigation measures are implemented, ensuring that

potential issues are addressed promptly, minimizing their impact on project execution.

Project status updates are provided to key stakeholders on a regular cadence:

- *Expert Answer:* Weekly project status updates are disseminated to key stakeholders, providing a transparent view of project progress, challenges, and upcoming milestones. Stakeholders receive tailored updates to ensure relevance and engagement in the project's success.

Problems impeding the team's ability to execute the project plan are efficiently escalated:

- *Expert Answer:* An efficient escalation process is in place, allowing team members to escalate problems hindering project execution promptly. The Agile Team, with clear roles and responsibilities, ensures that issues are addressed swiftly, minimizing disruptions and promoting continuous progress.

Checklist #4 – Releasing the Project Deliverables

Ensure all items on the Release Readiness Checklist have been completed:

- *Expert Answer:* A thorough review ensures that every item on the Release Readiness Checklist, encompassing quality checks, stakeholder approvals, and completion of deliverables, has been meticulously addressed and validated.

For Release Readiness Checklist items that cannot be completed prior to the release, obtain the necessary waivers and stakeholder approval, prior to the release:

- *Expert Answer:* Waivers for any incomplete items on the Release Readiness Checklist are obtained through a formal process. Stakeholder approval is sought, ensuring transparency and agreement on the decision to proceed with the release.

Complete the release plan (all work identified and organized into a logical flow, event scheduled, communication plan ready):

- *Expert Answer:* The release plan is meticulously developed, organizing all work into a logical flow. Each event is scheduled, and a comprehensive communication plan is ready to ensure a smooth and coordinated release process.

Release approval/"Go/No Go" decision criteria confirmed with key stakeholders:

- *Expert Answer:* The criteria for making the critical "Go/No Go" decision are confirmed with key stakeholders. Criteria include successful

completion of the Release Readiness Checklist, stakeholder alignment, and assurance of minimal risks associated with the release.

Release activity completed:

- *Expert Answer:* All planned release activities, from the actual deployment to post-release monitoring, are completed according to the release plan. The Agile Team ensures that each step is executed seamlessly, and any unexpected issues are addressed promptly.

Formal release approval obtained:

- *Expert Answer:* A formal approval process is followed, involving key stakeholders and the Change Control Board. The project director, Konstantin Kazmierski, ensures that all criteria are met before obtaining the formal release approval.

Formal notification of release status provided to key stakeholders:

- *Expert Answer:* Key stakeholders are formally notified of the release status immediately after completion. The notification includes details on the successful completion of the release activities, any notable achievements, and potential impacts on stakeholders.

Checklist #5 – Closing the Project

Facilitate the Project Retrospective:

- *Expert Answer:* A comprehensive Project Retrospective is facilitated, engaging the entire project team. Lessons learned, successes, and areas for improvement are discussed, providing valuable insights for future projects.

Clean House:

- *Expert Answer:* All project material, including hardware and software, is appropriately dispositioned. Collateral is systematically posted to their permanent locations, and important project artifacts are archived for future reference.

All project material (HW & SW) appropriately dispositioned:

- *Expert Answer:* Hardware and software assets are appropriately handled following established protocols. Disposition includes proper disposal, recycling, or reallocation as per organizational guidelines.

All collateral posted to their permanent locations:

- *Expert Answer:* Collateral, encompassing documentation, reports, and project-related files, is systematically posted to their permanent locations, ensuring accessibility for future reference and audits.

Important project artifacts archived:

- **Expert Answer:** Essential project artifacts, such as the Project Charter, Communication Plan, and Risk Register, are archived systematically. This ensures a documented history of the project's lifecycle for auditing, compliance, and future reference.

Project summary published:

- **Expert Answer:** A comprehensive project summary is published, highlighting key achievements, challenges, and outcomes. The summary is disseminated to key stakeholders, providing a clear overview of the project's journey and results.

All key stakeholders agree that the project work is complete:

- **Expert Answer:** A Stakeholder Alignment Session is conducted, ensuring that all key stakeholders agree that the project work is complete. This involves reviewing deliverables, obtaining formal approvals, and ensuring alignment with initial project objectives.

Hold a celebration for the team (if warranted):

- **Expert Answer:** A celebration is organized to acknowledge the project team's efforts and success. This fosters a positive team culture, boosts morale, and emphasizes the collective achievement of project goals.

Recognize individual team members for their contributions (if warranted):

- **Expert Answer:** Individual team members are recognized for their exceptional contributions. This may include acknowledging innovation, leadership, or dedication, fostering a culture of appreciation and motivation.

Resources released from the project and available for other work:

- **Expert Answer:** Resources, including team members and budget allocations, are officially released from the project. They become available for other projects or initiatives within the organization, ensuring optimal resource utilization.