



# Checklist for completeness of the project plan

This checklist belongs to chapter 6 of the book *Project Management* by Roel Grit, Noordhoff Publishers.

## A General

### Is the cover sheet complete?

- ☐ Does the text contain the words 'project plan'?
- ☐ Does it contain the name of the project?
- ☐ Does it contain any subtitle?
- ☐ Does it contain the name of the organization and the name of the sponsor?
- ☐ Does it contain the place and date of completion of the project plan?
- ☐ Does it contain the name of the contractor?

### Layout

- ☐ Is there a table of contents with page numbers?
- ☐ Are the chapters numbered or clearly indicated?
- ☐ Are there page numbers on the pages?
- ☐ Does the chapter organization match that in chapter 6 and are all the chapters present?

### Language usage

- ☐ Is the project plan clearly written?
- ☐ Has the spelling and grammar been checked?
- ☐ Is the language businesslike? No 'I', 'you' or 'we'!
- ☐ Are the sentences too long?
- ☐ Is the project plan written in 'points', with a clear structure and summaries?
- ☐ Are unfamiliar terms explained before they are used?
- ☐ Does any role changing take place in the project plan? That is to say: is the project plan always viewed from the same viewpoint?

## B The chapters in the project plan

### Chapter 1: Background

- ☐ Is there a brief description of the organization in which the project takes place?
- ☐ What does the organization 'do'? Is it clear which departments will potentially be involved in the project?
- ☐ Are the backgrounds described in descending order of size? For example: first the company, then the branch, thereafter the department and then the project.
- ☐ Is the motivation described? Is the initiative taker named?
- ☐ Is it clear why the sponsor wants this project to be undertaken?
- ☐ Is a brief description of the history of the project present?



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- ☐ What relationship does this project have with other projects to be carried out?
  - ☐ Is it clear which stakeholders play a role in the project (internal parties, external parties)?
  - ☐ What is the division of roles among the parties?
  - ☐ Are the relationships clear between the sponsor, the project group and other parties?
  - ☐ Is it clear what the sponsoring organization is?
  - ☐ Is it clear who the sponsor is?
  - ☐ Is it clear what the contracting organization is?
  - ☐ Is clear who the contracting person (project manager) is?
  - ☐ Is there possibly a written assignment?

### **Chapter 2: Project result**

- ☐ Is it clear why the project is being executed?
- ☐ Are the goals clear? Are the goals SMART?
- ☐ Have any sub-goals been formulated?
- ☐ Is exactly clear what the end result of the project will be (including the requirements established for the product)? Is the project result adequately specified?
- ☐ Is the described project result a result of the goal- or problem-setting?
- ☐ Does the project have a clear, preferably original and catchy, name?

### **Chapter 3: Project activities**

- ☐ Is there a point-by-point summary of activities?
- ☐ Have sufficient activities been defined?
- ☐ Have any activities been omitted?
- ☐ Are the activities grouped?
- ☐ Are the activities in groups of approximately the same size?
- ☐ Is the project plan itself also included as an activity?
- ☐ Has the conclusion of the project been forgotten?

### **Chapter 4: Project boundaries**

- ☐ Is it adequately indicated how long the project will continue ('length')?
- ☐ Is it clear what does not belong in the project ('width')?
- ☐ Is it clear what conditions must be fulfilled for the success of the project?

### **Chapter 5: Interim results**

- ☐ Have sufficient interim results been defined?
- ☐ Is the project plan also defined as an interim result?
- ☐ Are potentially important events also defined as interim results?
- ☐ Have designs, reports and suchlike been included?
- ☐ Has the end result been included?



## Chapter 6: Quality

- ☐ Has the quality assurance of the project result been described?
- ☐ Has the quality assurance of the interim results been described?
- ☐ Have adequate checks been built in to monitor quality?
- ☐ Have norms for quality control been designated?
- ☐ Is there any deviation from the prevailing norms?
- ☐ Are feedback sessions with the sponsor mentioned?
- ☐ Are the methods used mentioned?
- ☐ Are the techniques used mentioned?
- ☐ Have agreements been included about the resources to be used (among other things, software)?
- ☐ Is requesting external advice mentioned?
- ☐ Are products delivered in phases (for example, draft reports, approval and final report)?

## Chapter 7: Project organization

### *Organization*

- ☐ Have the jobs been distributed within the project group?
- ☐ Do the jobs have names?
- ☐ Are the names, addresses, telephone numbers and e-mail addresses of all the project members included?
- ☐ Has the project organization been arranged?
- ☐ Has the availability of the participants been mentioned?
- ☐ Have the participants' competences been established?

### *Information*

- ☐ Have all the stakeholders been nominated?
- ☐ Has an environmental analysis been performed?
- ☐ Is it mentioned how communication with the sponsor is to be effected?
- ☐ Is it mentioned how internal communication within the project group is to be effected?
- ☐ Are the time sheets or time registration arranged?
- ☐ Has the meeting frequency been agreed?
- ☐ Is a weekly report to be provided to the project manager by project members?
- ☐ Is a weekly report to be provided to the sponsor by the project manager?
- ☐ Has the archiving been organizing?

## Chapter 8: Planning and scheduling

- ☐ Does the planning match the activities in chapter 3?
- ☐ Is there a well-organized Gantt chart (computer planning) present?  
Is the planning realistic?
- ☐ Has the planning been discussed with the people who have to carry it out?
- ☐ Has account been taken of delayed decision-making?



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**Chapter 9: Costs and benefits**

- ☐ Does the costs and benefits overview contain sufficient information?
- ☐ Does the overview contain a brief explanation?
- ☐ Have any benefits been omitted?
- ☐ Have any assumptions been explained?
- ☐ Is the overview realistic?
- ☐ Are the costs and benefits too precisely stated? (This is an estimate, after all.)

**Chapter 10: Risks**

- ☐ How comprehensive does the sponsor want this chapter?
- ☐ Has a comprehensive risk analysis been performed in accordance with section 3.12?
- ☐ Has the limited appendix 'Risk Analysis' in the book been used? If the spreadsheet model (Excel) accompanying the book is used, has a conclusion been drawn?
- ☐ Is the chapter sufficiently reliable?