Checklists

| Project Sponsor | Donon Y. |
| --- | --- |
| Project Manager | Rodin I. |
| Author | Rodin I. |
| Classification | Not classified |
| Status | Pending |
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List of Changes

| Date | Version | Changes | Author |
| --- | --- | --- | --- |
| 1.3.2019 | 1.1 | Document init | Rodin I. |
| 25.3.2019 | 1.2 | New items checked | Rodin I. |
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Commission and Steer Initiation

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| **Outcome** | **Criterion** | **Evaluation** |
| Project Initiation Order | Are (human and financial) resources available for initiation? | Y |
|  | Has project initiation order, including initiation objectives, requirements, and parameters, been created? | Y |
|  | Have project manager and team been appointed for Initiation phase, and have expectations been clarified? | Y |
|  | Have all relevant contact persons in core organization and outside been informed? |  |
| **Project-Specific Test Items** | | |
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Decide on Option

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| **Outcome** | **Criterion** | **Assessment** |
| Study | Have objectives and parameters been confirmed with project sponsor and stakeholders? |  |
|  | Do project objectives reflect and document core organization strategy and objectives? | Y |
|  | Are requirements stated comprehensively and in sufficient detail to enable options to be evaluated? | Y |
|  | Have strengths and weaknesses as well as their causes been analyzed? | Y |
|  | Have all possible solutions been sufficiently analyzed? | Y |
|  | Have assessment criteria been set and are they sufficient?   * Do they include sustainability? * Do they include risks? | Y |
|  | Have options been clearly evaluated? | Y |
|  | Is preferred option organizationally, financially, economically, technically, and politically feasible? | Y |
| Analysis of Legal Framework | Has analysis of legal framework been confirmed with legal services or another competent body and does study consider their feedback? | Y |
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| Protection Needs Analysis | Have protection needs been analyzed and outcome been considered in study? | Y |
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| **Project-Specific Test Items** | | |
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Decide on Project Release

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| **Outcome** | **Criterion** | **Evaluation** |
| Project Charter | Are project objectives complete and are there no discrepancies? | Y |
|  | Is project charter in line with core organization objectives and strategies? | Y |
|  | Have risks been identified and measures defined? Have risks been assessed as acceptable? | Y |
| Stakeholder List | Have stakeholders been identified and analyzed? Do project objectives reflect their interests? |  |
| Analysis of Legal Framework | Is there a legal framework or have measures to establish one been determined? | Y |
| Protection Needs Analysis | Have protection needs been analyzed? Has it been clarified whether ISDP concept is necessary? | Y |
| Study | Has chosen option been described and evaluated based on objectives and major requirements? | Y |
|  | Has project volume and scope been established? | Y |
|  | Has efficiency been established in terms of investment and operating costs? |  |
|  | Have assessment criteria been set and are they sufficient?   * Do they include sustainability? * Do they include risks? | Y |
| Project Management Plan | Has project organization been defined and does it include stakeholders? | Y |
|  | Do all partners have sufficient human resources with enough capacity and the necessary skills? | Y |
|  | Have all plans (procurement, outcomes, communication, tests, and deadlines) been made and are they realistic? |  |
|  | Have methods and techniques for achieving outcomes been determined and agreed with partners? |  |
|  | Has reporting been established for project and core organization? |  |
| **Project-Specific Test Items** | | |
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Decide on System Architecture

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| **Outcome** | **Criterion** | **Evaluation** |
| System Requirements | Have requirements been described and categorized, and have priorities been set? | Y |
|  | Have requirements been documented comprehensively and in sufficient detail to enable them to be used to create system architecture and detail specifications? |  |
| System Architecture | Have system architecture and its models been described, such as business process model, function/service model, data architecture/data model?  Where should all this be described and documented? | Y |
|  | Have system architecture and its solution components been described? | Y |
|  | Has security architecture been described? | Y |
|  | Have requirements been allocated to solution components? Have they been evaluated to ensure needs are being met? | Y |
|  | Have architecture options been evaluated? | Y |
| Detailed Study | Have detailed studies been created for all system components to be designed? |  |
|  | Have options been described and evaluated in terms of objectives and strategies? | Y |
| Integration Concept | Have integration objects, interfaces, and integration environments been documented? |  |
|  | Have integration process and measures been documented? |  |
|  | Have integration organization, transportation concept, and transportation processes been documented? |  |
| Prototype Documentation | Has feasibility of system architecture been established? | Y |
| **Project-Specific Test Items** | | |
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Decide on ISDP Concept

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| **Outcome** | **Criterion** | **Evaluation** |
| ISDP Concept | Have risk analysis and risk coverage been developed and does it provide project-specific information? |  |
|  | Have needs with regard to emergency concept and regulations for using and processing data been clarified? |  |
|  | Have residual risks been identified? Have they been acknowledged by project sponsor? |  |
|  | Has ISDP concept been reviewed by the controlling and compliance bodies? Are there any critical findings? |  |
| **Project-Specific Test Items** | | |
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Decide on Agile Development Using SCRUM

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| **Outcome** | **Criterion** | **Evaluation** |
|  | Have effects of agile development on development process been identified? |  |
|  | Have role assignment and tools been clarified? |  |
|  | Have developer, user, and operator made recommendations? |  |
|  | Have deployment measures and deployment plan been determined? |  |
|  | Have effects on project and potential risks been identified? Are they acceptable? |  |
| **Project-Specific Test Items** | | |
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Decide on Call for Tender

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| **Outcome** | **Criterion** | **Evaluation** |
| Tender Documentation | Have project specifications and catalog of criteria been created? Are they complete and do they contain sufficient detail to enable them to be evaluated using a common standard? |  |
|  | Have sustainability requirements been included in project specifications and catalog of criteria? |  |
|  | Has tender documentation been created in sufficient detail to enable it to be used as specifications of deliverable/system to be developed? |  |
|  | Has tender documentation been confirmed with procurement, legal services, and other core organization bodies? |  |
| Project Management Plan | Has procurement plan been created and is it in line with project planning? |  |
| **Project-Specific Test Items** | | |
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Decide on Awarding the Contract

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| **Outcome** | **Criterion** | **Evaluation** |
| Evaluation Report | Is chosen offer realistic in terms of project objectives, feasibility, and benefit? Are risks acceptable? |  |
|  | Has evaluation been clearly and transparently documented? |  |
|  | Has request to award contract to provider been confirmed with core organization? |  |
|  | Have procurement and contract requirements been followed? |  |
| **Project-Specific Test Items** | | |
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Decide on Phase Release (Implementation)

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| **Outcome** | **Criterion** | **Evaluation** |
| Phase Report | Is phase report available and has it been reviewed by all project partners? |  |
|  | Are project objectives still in line with core organization strategy and objectives? |  |
|  | Have project risks been identified? Are they acceptable? |  |
|  | Is project still organizationally, financially, economically, technically, and politically feasible? |  |
| ISDP Concept | Has ISDP concept been reviewed by controlling and compliance? Are there any critical findings? |  |
| System Architecture | Has system architecture been reviewed by controlling and compliance? Are there any critical findings? |  |
| Deployment Concept | Have deployment procedure, deployment organization, and deployment measures been described comprehensively and in sufficient detail to enable deployment measures to be implemented? |  |
| Project Management Plan | Has project organization been adapted to phase tasks and does it include stakeholders? |  |
|  | Do all partners have sufficient human resources with enough capacity and the necessary skills? |  |
|  | Have all plans (procurement, outcomes, communication, tests, and deadlines) been made and are they realistic? |  |
|  | Have methods and techniques for achieving outcomes been determined and agreed with partners? |  |
| **Project-Specific Test Items** | | |
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Decide on Preliminary Acceptance

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| **Outcome** | **Criterion** | **Evaluation** |
| Test Report | Are there test results that might impede acceptance? |  |
| Acceptance Report | Have defects been identified? |  |
|  | Have measures been determined, including deadlines and responsibility for removal of defects? |  |
|  | Have parties responsible for utilizing system/product been involved in testing and acceptance? |  |
| **Project-Specific Test Items** | | |
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Decide on Phase Release (Deployment)

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| **Outcome** | **Criterion** | **Evaluation** |
| Phase Report | Is phase report available and has it been reviewed by all project partners? |  |
|  | Are project objectives still in line with core organization strategy and objectives? |  |
|  | Have project risks been identified? Are they acceptable? |  |
|  | Is project still organizationally, financially, economically, technically, and politically feasible? |  |
| Deployment Measures and Deployment Organization | Have deployment measures and deployment organization been implemented to a degree enabling deployment? |  |
| ISDP Concept | Has ISDP concept been updated and have residual risks been identified? |  |
|  | Has ISDP concept been confirmed and signed by project sponsor? |  |
| System Architecture | Has system architecture been brought up to date? Is IT system documentation (detail specifications, etc.) available? |  |
| Project Management Plan | Has project organization been adapted to phase tasks and does it include stakeholders? |  |
|  | Do all partners have sufficient human resources with enough capacity and the necessary skills? |  |
|  | Have all plans (procurement, outcomes, communication, tests, and deadlines) been made and are they realistic? |  |
|  | Have methods and techniques for achieving outcomes been determined and agreed with partners? |  |
| **Project-Specific Test Items** | | |
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Decide on Launching Operation

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| **Outcome** | **Criterion** | **Evaluation** |
| Operating Manual | Has comprehensive operating manual been created? Is it detailed enough with regard to system to be operated? Does it meet operator requirements? |  |
|  | Has operating manual been reviewed by responsible bodies? Have any critical findings been identified? |  |
| System Integrated | Has integration been completed? |  |
| Operational Structure | Has operational structure been implemented? Have employees received training? |  |
| **Project-Specific Test Items** | | |
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Decide on Acceptance of Migration

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| **Outcome** | **Criterion** | **Evaluation** |
| Test Report | Are there test results that might impede acceptance? |  |
| Acceptance Report | Have defects been identified? |  |
|  | Have measures been determined, including deadlines and responsibility for removal of defects? |  |
|  | Have parties responsible for utilizing system/product been involved in testing and acceptance? |  |
|  | Is feedback from competent bodies available? |  |
| **Project-Specific Test Items** | | |
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Decide on Acceptance

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| **Outcome** | **Criterion** | **Evaluation** |
| Test Report | Are there test results that might impede acceptance? |  |
| Acceptance Report | Have defects been identified and categorized according to defect types? |  |
|  | Have measures been determined, including deadlines and responsibility for removal of defects? |  |
|  | Have parties responsible for utilizing system/product been involved in testing and acceptance? |  |
| **Project-Specific Test Items** | | |
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Decide on Project Closure

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| **Outcome** | **Criterion** | **Evaluation** |
| General Issues | Have the document storage and filing been reviewed and tidied? Has the system documentation been handed over to core organization? Has the project process documentation been filed for storage? |  |
|  | Have unutilized resources (infrastructure, etc.) been returned to core organization? |  |
|  | Have access authorizations been revoked? |  |
|  | Have expenditure recording systems, project accounting, etc. been completed? |  |
| Final Project Evaluation | Has summary of lessons learned been included in final evaluation and confirmed with core organization? |  |
|  | Has final project evaluation been confirmed with stakeholders? |  |
|  | Have measures been determined to review project success after completion of project? Have they been assigned to a competent party and have deadlines been set? |  |
|  | Has final project meeting been conducted? |  |
|  | Has project organization been dissolved? |  |
| **Project-Specific Test Items** | | |
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