

Project Office Checklist

For [Project Name]

Project Office Checklist

PROJECT DETAILS

Project Name: *Name of the project establishing the Project Office*
Project Manager: *Name of the Project Manager responsible for the project*
Project Office Manager: *Name of the Project Office Manager responsible for the Project Office*

PREMISES

- Were the Project Office requirements documented?
- Have the Project Office premises been procured?
- Are the premises in a practical location?
- Do the premises meet the requirements documented?
- Is there a formal contract for the lease / purchase / use of the premises?
- Do the premises provide sufficient space for the project team?
- Will the premises continue to be available if the project is delayed?
- Do the premises require additional fit-out (e.g. partitions, cabling, air conditioning)?
- Are the on-site facilities sufficient (e.g. number of meeting rooms, bathrooms)?

EQUIPMENT

Office Equipment

- Does the project team have the required office equipment and application software available to manage the project (e.g. computer hardware, project planning and financial software, projectors, fax machines, printers, scanners, copiers)?
- Are maintenance contracts in place to ensure that equipment remains operational throughout the project?
- Is spare equipment available in case of a shortage?
- Is office equipment functioning as required?

Communications Equipment

- Are sufficient communications technologies available (e.g. computer networks, email, internet access, remote network dial-up software, mobile phones, laptops and hand-held devices)?
- Is video conferencing equipment available?
- Is the equipment functioning as required?

ROLES

- Have the following key roles been appointed?
 - Project Sponsor
 - Project Manager
 - Project Office Manager
 - Procurement Manager
 - Communications Manager
 - Quality Manager
 - Risk Manager
 - Team Leader(s)
- Have Job Descriptions been documented for all the project roles?
- Do all Job Descriptions describe the responsibilities and performance criteria?
- Were suitably skilled people appointed to all the project roles?

STANDARDS & PROCESSES

Have all required industry, business and project management standards been identified? For example:

- Industry standards (ISO)
- Health & Safety Standards
- Project Planning & Reporting Standards
- PMI® & PMBOK®

Has a suitable Project Management methodology been implemented?

Have the following processes been defined?

- Time Management Process
- Cost Management Process
- Quality Management Process
- Change Management Process
- Risk Management Process
- Issue Management Process
- Procurement Management Process
- Acceptance Management Process
- Communications Management Process

TEMPLATES

Are the following templates available?

Initiation

- Business Case
- Feasibility Study
- Terms of Reference
- Job Description
- Stage Gate Review Form

Planning

- Project Plan
- Resource Plan
- Financial Plan
- Quality Plan
- Risk Plan

Execution

- Timesheet Form, Timesheet Register
- Expense Form, Expense Register
- Quality Form, Deliverables Register
- Change Form, Change Register
- Risk Form, Risk Register
- Issue Form, Issue Register
- Purchase Order Form
- Procurement Register
- Project Status Report
- Communications Register
- Acceptance Form

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| <ul style="list-style-type: none"> ▪ Acceptance Plan ▪ Communications Plan ▪ Procurement Plan ▪ Supplier Contract ▪ Tender Register | <ul style="list-style-type: none"> ▪ Acceptance Register <p>Closure</p> <ul style="list-style-type: none"> ▪ Project Closure Report ▪ Post Implementation Review |
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SERVICES

Time Management

- Monitoring the project progress by identifying time and effort spent vs. budgeted
- Keeping the Project Plan up-to-date and identifying any delivery date slippage
- Keeping the Timesheet Register up-to-date at all times

Cost Management

- Monitoring the project progress by identifying the budget spent vs. forecast
- Keeping the Project Plan up-to-date and identifying any overspending
- Keeping the Expense Register up-to-date at all times

Quality Management

- Performing Quality Assurance to improve the chances of delivering quality
- Ensuring that Quality Control is implemented to measure the actual level of quality
- Keeping the Deliverables Register up-to-date at all times

Change Management

- Receiving Change Requests and managing the change approval process
- Scheduling Change Requests and measuring the impact of changes implemented
- Keeping the Change Register up-to-date at all times

Risk Management

- Receiving Risk Forms and managing the risk review process
- Scheduling actions to mitigate risks and measuring the impact of such actions
- Keeping the Risk Register up-to-date at all times

Issue Management

- Receiving Issue Forms and managing the issue review process
- Scheduling actions to resolve issues and measuring the impact of such actions
- Keeping the Issue Register up-to-date at all times

Procurement Management

- Issuing Purchase Orders for the provision of goods and services from suppliers
- Receiving and accepting goods and services ordered from suppliers
- Keeping the Procurement Register up-to-date at all times
- Making payment to suppliers for goods and services delivered
- Managing the overall performance of suppliers to ensure that they complete their responsibilities as contracted

Acceptance Management

- Initiating Acceptance Reviews, as scheduled in the Acceptance Plan
- Documenting the results of each review by completing Acceptance Forms
- Gaining final acceptance from the customer for each deliverable produced
- Keeping the Acceptance Register up-to-date at all times

Communications Management

- Undertaking the communications tasks and events as listed in the Communications Plan
- Creating and releasing regular Project Status Reports
- Distributing press releases and managing Public Relations
- Keeping the Communications Register up-to-date at all times

Stage Gate Reviews

- Identifying the point in time when a Stage Gate must be undertaken
- Organizing the Stage Gate and recording the results on a Stage Gate Form

Auditing and Compliance

- Ensuring that the project conforms to appropriate industry and business policies, processes, standards and guidelines
- Informing the Project Manager of any deviations and monitoring the results of any actions taken to correct them

Supporting Staff

- Assisting the Project Manager with the recruitment of new staff
- Supporting and advising staff, resolving staff issues and providing staff training
- Paying staff in accordance with their contracts and administering leave

Providing Tools

- Procuring a suitable Project Management methodology
- Procuring tools for project planning, monitoring, controlling and reporting
- Training staff in the use of these tools and methodology

Filing Documents

- Keeping a library of all project documents, reports, job descriptions, correspondence, standards, processes, registers, forms and templates
- Implementing an indexing method to ensure that project documentation may be easily sourced when required

Performing Administration

- Providing administration services such as the organization of travel bookings, room bookings, photocopying, secretarial, mail and correspondence
- Purchasing all office equipment and materials needed by the project

Undertaking Closure Reviews

- Organizing the completion of a Post Implementation Review after Project Closure
- Communicating the results of the review to the appropriate project stakeholders