

**Planning Phase  
Stage Gate Review Form  
For [Project Name]**

## Stage Gate Review Form

### Planning Phase

#### PROJECT DETAILS

Project Name:  
Project Manager:  
Project Sponsor:

Report Prepared By:  
Report Preparation Date:  
Reporting Period:

#### OVERALL STATUS

Summary: *[Summarize the current project achievements, risks and issues]*  
 Project Schedule: *[Summarize the performance against schedule]*  
 Project Expenses: *[Summarize the performance against budget]*  
 Project Deliverables: *[Summarize the deliverables completed to date]*  
 Project Risks: *[Summarize any critical risks]*  
 Project Issues: *[Summarize any important issues]*  
 Project Changes: *[Summarize any critical project changes]*

#### REVIEW DETAILS

Review Category	Review Question	Answer	Variance
Schedule	Was the phase completed to schedule?	<i>[Y/N]</i>	
Expenses	Was the phase completed within budget?	<i>[Y/N]</i>	
Deliverables:			
• Project Plan	• Was a Project Plan approved?	<i>[Y/N]</i>	
• Resource Plan	• Was a Resource Plan approved?	<i>[Y/N]</i>	
• Financial Plan	• Was a Financial Plan approved?	<i>[Y/N]</i>	
• Quality Plan	• Was a Quality Plan approved?	<i>[Y/N]</i>	
• Risk Plan	• Was a Risk Plan approved?	<i>[Y/N]</i>	
• Acceptance Plan	• Was an Acceptance Plan approved?	<i>[Y/N]</i>	
• Communications Plan	• Was a Communications Plan approved?	<i>[Y/N]</i>	
• Procurement Plan	• Was a Procurement Plan approved?	<i>[Y/N]</i>	
• Supplier Contract	• Was a Supplier Contract approved?	<i>[Y/N]</i>	
Risks	Are there any outstanding project risks?	<i>[Y/N]</i>	
Issues	Are there any outstanding project issues?	<i>[Y/N]</i>	
Changes	Are there any outstanding project changes?	<i>[Y/N]</i>	

#### APPROVAL DETAILS

Supporting Documentation:  
*[Reference any supporting documentation to provide evidence of the project outcome if required. Describe the activities and resources involved in completing the review and the review timeframes.]*

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

THIS PROJECT IS APPROVED TO PROCEED TO THE EXECUTION PHASE.