

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

Stage Gate Review Form

Initiation 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:			
• Business Case	Was a Business Case completed and approved?	<i>[Y/N]</i>	
• Feasibility Study	Was a Feasibility Study completed and approved?	<i>[Y/N]</i>	
• Terms of Reference	Was a Terms of Reference completed and approved?	<i>[Y/N]</i>	
• Project Team	Has the Project Team been appointed?	<i>[Y/N]</i>	
• Project Office	Has the Project Office been established?	<i>[Y/N]</i>	
• Other	Are there any outstanding deliverables?	<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 current project status. List the activities and resources involved in completing this Stage Gate Review]

Signature: _____

Date: ____/____/____

THIS PROJECT IS APPROVED TO PROCEED TO THE PLANNING PHASE.