# Using the Project Planning Deliverables Checklist

This and other [PDM tools](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/PDM%20Document/Forms/AllItems.aspx) are available on the [PDM Web site](http://fdotsharepoint.dot.state.fl.us/fa/OIS/BSSO/PDM/default.aspx).

1. The Project Planning Deliverables Checklist is used for all Project Plan templates and deliverables identified in the PDM.
2. The Project Manager (PM) should fill out the “PM Column (Y/N/NA)” prior to handing the checklist to the Quality Control Reviewers. If the PM response to a question is No or Not Applicable (NA), please provide an explanation.
3. When evaluating the “<1000 Hour Project Plan”, use the Project Charter as input for questions (4-13):
4. Delete this page when using this checklist.

**Project Planning Deliverable Checklist Revision History**

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 1.0 | 2/5/2012 | David Davis | Original Creation |
| 1.1 | 6/28/2012 | David Davis | Changed Document name and Title, Added project Charter as input |
| 1.2 | 8/21/2012 | David Davis | Added Instructions, PM Column |

# PDM Project Planning Deliverables Review Checklist

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| --- | --- |
| Project Plan Review Checklist | |
| Project Name |  |
| Reviewer Name |  |
| Review Date |  |

| ID | Yes/No/NA | Items to be considered | PM Column (Y/N/NA) |
| --- | --- | --- | --- |
| **Overall Project Plan Questions** | | |  |
|  |  | Have all required sections been addressed in the Project Plan? |  |
|  |  | Deliverables Identified? |  |
|  |  | QC Reviews identified? |  |
| **Project Scope Questions** | | |  |
|  |  | Scope clearly defined? |  |
|  |  | Scope consistent with Initial Scope in Project Charter? |  |
|  |  | Project Approach defined? |  |
|  |  | Are the baseline requirements numbered or easily identifiable for use in a requirements traceability matrix (RTM)? |  |
|  |  | Project Assumptions addressed? |  |
|  |  | Project Constraints addressed? |  |
|  |  | Risk Identified? |  |
| **Management Plan Questions** | | |  |
|  | **Project Organization Questions** | |  |
|  |  | Does the project organization have representation for management, functional office and business unit/section? |  |
|  |  | If the project needs District participation, are there District people in the project organization? |  |
|  |  | Are roles defined? |  |
|  | **Estimate/Schedule/Resource Questions** | |  |
|  |  | Baseline Estimate established? Estimate method defined? |  |
|  |  | Baseline Schedule established? Match major milestone date with Project Charter and work breakdown structure (if applicable) |  |
|  |  | Project > 600hours? Work Breakdown Structure included? |  |
|  | **Change Management Questions** | |  |
|  |  | Change Management process defined? |  |
|  |  | Project Change Control Team (CCT) members identified? |  |
|  |  | Frequency of CCT meetings defined? |  |
|  |  | Have a change Log? |  |
|  | **Issue Management Questions** | |  |
|  |  | Issue management process defined? |  |
|  |  | Issue escalation process identified? |  |
|  |  | Have Issue Log? |  |
|  | **Risk Management Plan Questions** | |  |
|  |  | Risk Management process defined? |  |
|  |  | Project Risk Review Team (PRRT) members identified? |  |
|  |  | Frequency of PRRT meetings defined? |  |
|  |  | Risk Register Initiated? |  |
|  |  | Risk Response Strategy established for each identified risk |  |
|  |  | Has the Risk Tolerance Threshold been established for the project? |  |
|  |  | Is there a Risk Item form or equivalent present, for each risk identified that has a risk severity rating >= the project risk tolerance threshold? |  |
|  | **Quality Management Plan Questions** | |  |
|  |  | Quality Management Process defined? |  |
|  |  | QC Reviews identified for deliverables established/addressed in project plan? |  |
|  | **Communication Management Plan Questions** | |  |
|  |  | Communication plan established |  |
|  |  | Status reports addressed (frequency, audience) |  |
|  |  | Project Distribution groups identified |  |
|  | **Configuration Management Plan Questions** | |  |
|  |  | Application documents that will be controlled identified? (Requirements, System Design, etc) |  |
|  |  | Project Documents that will be controlled identified (Project Charter, Project Plan, etc) |  |
|  | **Project Closeout Questions** | |  |
|  |  | Does project have close out plan? |  |
|  |  | If project is delivering an application, does the project have a transition to maintenance plan? |  |