Area	Information Needed	Answers	Completed
Project Identification	What is the project name?	XYZ Company Website	YES
	Who is the client?	XYZ Company	YES
	Who will be leading this project?	Czara Reynolds - Project Manager	YES
Client Needs and Expectations	Clearly identify and document the initial baseline needs and priorites	See Project Charter	YES
	Set expectations-as the time changes throughout the project, those needs and priorities are going to change.	See Communications Management Plan	YES
Project Scope	Review the project plan and outline the boundaries of the project.	See Project Charter	YES
	If you are doing a phased approach highlight what will be done in the different phases.	See SDLC Checklist	YES
Project Schedule	Include all the milestones that will advance the project to the next level.	See Project Charter	YES
Team Members and Roles	Make a contact list that includes team members' names departments, email, phone number, etc., and what role would they be playing in the project.	See Simplified Communications Plan	YES