**PHASE REVIEW CHECKLIST**

**PHASE 1: INITIATION**

Identify business problem or opportunity

Create a business case

Create a project charter

Appoint a Project Manager

Recruit a project team

A list of requirements and the budget needed

Length of project and its major milestones

List of stakeholders involved

Perform a phase review

Get approval to move into planning phase

**PHASE 2: PLANNING**

Baselines – scope, schedule & cost performance.

Management Plans – scope, requirements, schedule, costs quality, process improvement, HR, communications, risk & procurement

Change Management plan – details how you will control project changes

Configuration Management plan – explains how you will manage any configuration items.

Quality Management plan – details the acceptance criteria and testing requirements

Create an Acceptance Plan

Create a Communication Plan

Perform a Phase Review

Get approval to move into planning phase

**PHASE 3: EXECUTION**

Producing and testing (including independent validation if appropriate) the deliverables.

Achieve project requirements and milestones

Managing project members & suppliers

Allocating resources

Create a cost management method

Establish communication channels

Progress reports & forecasts; including risk & change management.

Perform a Phase Review

**PHASE 4: MONITORING AND CONTROL**

Monitoring actual performance against that of the project management plan.

Identifying any type of risk that may occur

Defining preventive action as necessary

Recommending corrective actions as required

Testing, project audits and acceptance criteria to assess amount of re-work being conducted.

Define and instigate a change request process so that any accepted change is integrated properly into the plan

**PHASE 5: CLOSURE**

Closure means that the deliverables and exit criteria outlined in the Project Management Plan have been achieved. This applies to each phase and the whole project.

The ‘customer’ or ‘end user’ accepts the maintenance, support and use of the deliverables.

All the project files show accurate records of all its activities.

Post implementation review (PIR) is conducted to assess how well the project performed in each phase.

Lesson learnt are properly recorded for future projects.