

Protocol taken at decision meeting the 25th January 2010.

Meeting hours: 8.00 – 9.45.

Present: Hans Sanell (secretary), Henrik Nilsson, Sebastian Rehnby, Martin Ruzicka, Jonas Mattsson, Vamsi Seshabhatharu (participant)

Decisiongate is ☒ approved  
☐ approved with additional worklist  
☐ not approved, date for new meeting: \_\_\_\_\_  
☐ not approved, project cancelled

Acquirers signature: 

	Yes	No
1. Was the relevant material distributed before the meeting?	<input checked="" type="checkbox"/>	
2. Is the project manager decided and familiar with the task?	<input checked="" type="checkbox"/>	
3. Are the other roles of the project team assigned?	<input checked="" type="checkbox"/>	
4. Does the project directives include a reasonable estimation of resources required and deadlines?	<input checked="" type="checkbox"/>	
5. Is background, aim, and goal clearly specified in the project directives?	<input checked="" type="checkbox"/>	
6. Is there a proposal for project organisation in the project directives?	<input checked="" type="checkbox"/>	
7. Is there a short and clear description of the project with its delimitations in the project directives?	<input checked="" type="checkbox"/>	
8. Are the deliverables clearly defined and reasonable?	<input checked="" type="checkbox"/>	
9. Is it reasonable and likely that the project can be completed on time?	<input checked="" type="checkbox"/>	
10. Is there an attached additional worklist?		<input checked="" type="checkbox"/>

Documents to circulate before the meeting:

- Project directives