

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?		
2. Is the project manager decided and familiar with the task?		
3. Are the other roles of the project team assigned?		
4. Does the project directives include a reasonable estimation of resources required and deadlines?		
5. Is background, aim, and goal clearly specified in the project directives?		
6. Is there a proposal for project organisation in the project directives?		
7. Is there a short and clear description of the project with its delimitations in the project directives?		
8. Are the deliverables clearly defined and reasonable?		
9. Is it reasonable and likely that the project can be completed on time?		
10. Is there an attached additional worklist?		

Documents to circulate before the meeting:

- Project directives

Additional worklist

Item	Description	Responsible	Deadline