

Review Process Checklist	
Project:	Team:
Review date:	
Risk Management Activities	Completed
1. Monitor Program Progress	
1.1 Project to be reviewed defined and documented?	
1.2 Project deliverables and completion requirements for the review identified/documented?	
1.3 Status updated through checklists and scorecards?	
1.4 Action plan to close "gaps" documented?	
1.5 Action plan communicated to Review Team?	
1.6 Action plan completed?	
1.7 Review date, agenda and expectations set/documented and reviewers/presenters notified?	
2. Prepare for Review	
2.1 Review expectations confirmed?	
2.2 Presentation package prepared using standard templates?	
2.3 Agenda prepared?	
2.4 Presenters, review leader, recorder, timer identified and documented?	
2.5 Review package prepared and distributed?	
3. Hold Review – Review Meeting Checklist	
3.1 Follow Productive Meeting decorum?	
3.2 What abatement steps are in place to reduce the risks?	
3.3 What special level of expertise and experience is required for your team?	
3.4 Has everyone on the team been trained in Risk Management?	
3.5 What are the acceptable risk thresholds for this project?	
3.6 What steps have been defined to abate identified risks?	
3.7 What does the risk profile show?	
3.8 What are the possible show stoppers?	
3.9 How do the abatement steps support customer requirements?	
3.10 How have abatement activities been factored into the program critical path plan?	
3.11 How are risk reviews factored into the critical path plan?	
3.12 How often does the team update the scorecard used to track risk abatement activities?	
3.13 When was the last update of the risk abatement plan?	
3.14 How do the actual abatement results track to the plan?	
3.15 How has the risk profile changed since the last review?	
3.16 How have team risk abatement activities been recorded and tied to the lessons learned?	
3.17 What are the exceptions to your project plan?	
3.18 What help does the team need from the leadership team?	

4. Make Decision	
4.1 Go	
4.2 Go with constraints (defined in action plan)	
4.3 No Go until specific risks/deliverables are retired/completed	
4.4 Abort	
5. Prepare Summary Report	
5.1 Follow up action plan documented?	
5.2 Mechanism for periodic review and update of the action plan status documented and initiated?	
5.3 Action plan status included in the agenda for the next review?	
5.4 Documentation/History File content reviewed and updated with the results of the review?	
5.5 Presentation Templates collected and filed for reference and comparison in future reviews?	