

Proposal Review Checklist

Project code:

Version of the work product:

Reviewer(s):

Review date:

Work product's size:

Effort spent on review (man-hour):

| Question | Yes | No | N/A |
|--|-----|----|-----|
| Document Control | | | |
| Verify whether document control procedures have been followed by checking for the following: | | | |
| Does the title page contain the document name, version number, FPT name and logo, project code, document code and issued date? | | | |
| Does the header and footer correctly specify the name, and version of the document? | | | |
| Does the page – numbering scheme indicate the total number of pages in the document? | | | |
| Have details been entered in the 'Approval' and 'Reviewers' fields in Signature page? | | | |
| Is the history traceable? | | | |
| Are all documents checked Spelling and Grammar in MS Word or similar tools? | | | |
| Main content | | | |
| Are sources of information that are used to develop the proposal listed adequately ? | | | |
| Is scope of work of the project clearly identified? | | | |
| Are the project requirements stated sufficient and precisely? | | | |
| Are tools and technologies that might be used in the project pointed out? | | | |
| Have assumptions used to derive the proposal been documented adequately? | | | |
| Has the strategy for carrying out the project been mentioned? | | | |
| Is team structure identified? | | | |
| Are project works identified completely? | | | |
| Have effort been estimated properly? | | | |
| Is buffer available and sufficient for risks and CRs reserve? | | | |
| Is schedule properly estimated? | | | |
| Are responsibility of the customer identified for the following? | | | |
| Input to be given by the customer | | | |
| Products and project validation and acceptance | | | |
| Are project risks identified? | | | |
| Is acceptance criteria clearly defined? | | | |
| Is customer communication mechanism identified clearly? | | | |
| Have procedures of requirement changes been clearly determined? | | | |
| <Add more rows if needed> | | | |

* **Comments**

*** Suggestion**

- [] - Pass
- [] - Review again
- [] - Other

