# Comments of my work

1. Some parts I highlight with yellow color. It means I am hard to define the condition of these parts. For example, In the checklist, I gave YES or NO options to check the work done or not. If they done the Information Security things, they should tick YES box, and then give the percentage how much they done or demonstrate the company’s emphasis on this event. But there are some things I highlight, I am not sure how to check company done or not done these things.
2. For this tool, I summarized some parts, I list all of these things need to check during the developing. But I'm not sure, the options I give are enough to make the company clear the key to the success of the project. You may need to modify the way the check is done, if you have a better way.
3. As for this tool, Company can use different checklist in the different steps during the developing process. If they use checklist to check each thing, they might reduce the risk of the whole project.

# Before the Project Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors** | **Specific Things** | **YES** | **NO** | **Importance/ percentages** |
| **Environmental Factors** |  |  |  |  |
|  | Screening supplier |  |  |  |
|  | Information security |  |  |  |
| **Organizational Factors** |  |  |  |  |
|  | Good expectation |  |  |  |
|  | Internal marketing |  |  |  |
| **Team Factors** |  |  |  |  |
|  | excellent team |  |  |  |
|  | Technical knowledge reserve |  |  |  |
|  | Team Commitment |  |  |  |
|  | Good mindset |  |  |  |
| **Project Factors** |  |  |  |  |
|  | Clear goals |  |  |  |
|  | Judging project complexity |  |  |  |
|  | Determine the size of the project |  |  |  |
|  | Establish performance appraisal |  |  |  |
|  | Analysis of related cases |  |  |  |
| **Management Factors** |  |  |  |  |
|  | Risk Analysis |  |  |  |
|  | Risk Management |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors** | **Specific Things** | **YES** | **NO** | **Importance/ percentages** |
| **Management Factors** |  |  |  |  |
|  | Determine the budget |  |  |  |
|  | Determine delivery time |  |  |  |
|  | Assumptions |  |  |  |
|  | Determine requirements and scope |  |  |  |
|  | Document specification |  |  |  |

# During Project Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors** | **Specific Things** | **YES** | **NO** | **Importance/ percentages** |
| **Environmental Factors** |  |  |  |  |
|  | Customer Involvement |  |  |  |
|  | User Involvement |  |  |  |
|  | Stakeholder Involvement |  |  |  |
| **Organizational Factors** |  |  |  |  |
|  | Senior Management Involvement, Support & Commitment |  |  |  |
|  | Management Skills |  |  |  |
|  | Management Skills |  |  |  |
|  | Keep up to date with change |  |  |  |
|  | Good Leadership |  |  |  |
|  | Good Organization Culture |  |  |  |
|  | Good incentive |  |  |  |
|  | Good Governance |  |  |  |
| **Team Factors** |  |  |  |  |
|  | Good Project Management Skills |  |  |  |
|  | Whether there is team attrition |  |  |  |
| **Team Factors** |  |  |  |  |
|  | Identify people changes |  |  |  |
|  | Understand employee status |  |  |  |
| **Delivery Factors** |  |  |  |  |
|  | Good Testing |  |  |  |
|  | Good Technology Tools |  |  |  |
|  |  |  |  |  |
| **Factors** | **Specific Things** | **YES** | **NO** | **Importance/ percentages** |
| **Management Factors** |  |  |  |  |
|  | Scope Creep |  |  |  |
|  | effective Communication |  |  |  |
|  | Major change |  |  |  |
|  | Enough Resources |  |  |  |
|  | Good Design |  |  |  |
|  | Good Schedules/Deadlines |  |  |  |
|  | Good Contract |  |  |  |
|  | Good Coordination |  |  |  |
|  | Project Change Controls |  |  |  |
|  | Clear Requirements & Scope |  |  |  |
|  | Timely Project Monitoring |  |  |  |
|  | Good Document record |  |  |  |
|  | Good Status Reporting |  |  |  |

# After Finish Project Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factors** | **Specific Things** | **YES** | **NO** | **Importance/ percentages** |
| **Delivery Factors** |  |  |  |  |
|  | New/Immature Technology |  |  |  |
|  | Good Integration |  |  |  |
|  | Defect Management |  |  |  |
|  | Bugs |  |  |  |
|  | Trouble shooting |  |  |  |
| **Management Factors** |  |  |  |  |
|  | Schedule Overrun |  |  |  |
|  | Cost Overrun |  |  |  |
|  | Stakeholder Politics |  |  |  |