

# Information Technology Project Management

## **1. Project Planning (20 points):**

- a. Completeness of project charter and scope statement
- b. Clarity of project objectives and deliverables
- c. Adequacy of project planning tools and techniques used
- d. Appropriateness of project schedule and timeline
- e. Identification and assessment of project risks

## **2. Project Budget (20 points):**

- a. Appropriateness of budgeting techniques used
- b. Realistic estimation of project costs
- c. Adequacy of budget contingency and reserve
- d. Consistency of budget with project scope and objectives
- e. Alignment of budget with funding source requirements

## **3. Project Execution and Monitoring (20 points):**

- a. Adherence to project plan and schedule
- b. Effectiveness of project team communication and collaboration
- c. Quality and timeliness of project deliverables
- d. Identification and resolution of project issues and conflicts
- e. Accuracy and completeness of project progress reports

## **4. Risk Management (20 points):**

- a. Identification and assessment of project risks
- b. Appropriateness of risk response strategies
- c. Effectiveness of risk monitoring and control measures
- d. Impact of risks on project outcomes and budget
- e. Lessons learned from risk management practices

## **5. Project Closing (20 points):**

- a. Completion of all project deliverables
- b. Adequacy of project documentation and records
- c. Satisfaction of project stakeholders and sponsors
- d. Assessment of project success criteria
- e. Identification and communication of project lessons learned