

Checklist Completeness Project Plan

Project title	
Company / Group name	
Checked by	
Date	

This document has to be used to check if your Project Plan is complete. It has to be filled in (using check marks '✓') and submitted on Blackboard together with the PP.

General

Topic	Checked
Cover page <ul style="list-style-type: none"> Contains the title of the project Contains the text: 'Project Plan' Contains the place and date of completion of the Project Plan Contains the version number of the Project Plan Contains the student number? Contains the name of the company 	
Is there an Abbreviation explanation?	
Is there a Glossary?	
Are there References ?	

Lay-out

Topic	Checked
Is there a table of contents with page numbers?	
Are the chapters numbered?	
Are the page numbers on pages present?	
Are the chapters clearly indicated?	

Use of Language

Topic	Checked
Is there correct language used (use spelling and grammar checking!)?	
Is the language correct? No I, you or we!	
No using of long sentences?	
Is the Project Plan 'pointy' written, with a clear structure and enumerations?	

The chapters of the Project Plan

1 Background

Topic	Checked
Is there a short description of the organisation where the project takes place?	
What does the organization? Is described which departments are involved with the project?	
Are the backgrounds from 'large' to 'small' described? For example: first, the company, then the establishment, then the department, then the project.	
Is the purpose of the project briefly described?	
Is there a relationship with other projects to be carried out?	
Is it clear what stakeholders play a role in the project (internal parties, external parties)?	

2 Project result

Topic	Checked
Is it clear why the project is being carried out?	
Are the objectives clear?	
Are the objectives SMART (Specific, Measurable, Acceptable (identifiable), Realistic, Time phased)?	
Are there sub-objectives formulated?	
Is clearly and precisely as possible described what the end result of the project will be (the user requirements)?	

3 Project activities

Topic	Checked
Is the methodology clearly described?	
Is there a point wise enumeration of activities?	
Are all main-activities mentioned and briefly described?	
Are for each main- activity sub-activities mentioned and briefly described?	
Is the Project Plan itself also included as an activity?	
Is the managing of the project described as an activity?	
Is the Requirements phase research question defined according to the research criteria?	
Is the Functional Design phase research question defined according to the research criteria?	
Is the Technical Design phase research question defined according to the research criteria?	

4 Project boundaries

Topic	Checked
Is sufficient indicated how far the project will continue ('length') (timetable)?	
Is sufficiently clear what belongs NOT to the project ('width')?	
Is it clear what conditions must be fulfilled for the success of the project? (i.e. time, money, means, ...)	

5 Intermediate results

Topic	Checked
Do the results match with the activities in chapter 3?	
Are there sufficient intermediate results defined?	
Is also the Project Plan as intermediate result defined?	
Are there any important events as intermediate results defined?	
Are designs, reports, and presentation(s) not forgotten?	

6 Quality

Topic	Checked
Is the used methodology mentioned as a quality aspect?	
Are standard formats for (intermediate) products used?	
Is the quality assurance of the intermediate results described?	
Is the quality assurance of the project result described?	
Are sufficient built-in checks to monitor quality?	
Are there feedback loops (reviews) with the client described?	
Are products in phases completed and delivered (i.e. concept reports, approval, final report)?	

7 Project organisation

Organisation

Topic	Checked
Are names, telephone numbers, and e-mail addresses of all group members, coach and stakeholders (i.e. coaches) called?	
Are tasks, responsibilities and competences recorded?	

Information

Topic	Checked
Is it described how the communication with the coaches is regulated?	
Is the accountability or time registration hours regulated?	
Is the meeting frequency with the company coach described?	
Is the meeting frequency with the Saxion coach described?	
Is the archiving and accessibility of documents regulated?	

8 Planning

Topic	Checked
Does the planning match with the activities from Chapter 3?	
Is there a well-organised Gantt Chart computer planning (i.e. GanttProject or Microsoft Project) present? (The Gantt Chart can be attached in an appendix)	
Is the planning aligned with the Saxion coach?	
Does the planning take into account for waiting on decision-making that slows down the process?	
Are there clear Milestones (with dates)?	

9 Costs and Benefits

Topic	Checked
Is there sufficient cost-benefit information?	
Contains the overview a brief explanation?	
Are any assumptions explained? (for example wages)	
Are the costs and benefits not too exactly specified? (It is estimated)	

10 Risks

Topic	Checked
Is the annex 'risk analysis' filled in? (Excel spread sheet)	
Is there a conclusion of the risk analysis?	