Project Plan Review Checklist

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| **Project ID** |  | **Project Name** |  |
| **Review Date** |  | **Reviewers** |  |

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| **Sr #** | **Item** | **Status** |
| 1 | Is the scope described? |  |
| 2 | Is the project strategy described? |  |
| 3 | Is the WBS complete? |  |
| 4 | Are resources assigned to each work package? |  |
| 5 | Are BOEs documented? |  |
| 6 | Are the assumptions for estimates documented? |  |
| 7 | Is project schedule described? |  |
| 8 | Does the resource productivity conform to NSCL norms? |  |
| 9 | Has sufficient time been allocated to milestone reviews? |  |
| 10 | Has enough buffer time been allocated between activities? |  |
| 11 | Have quality metrics been identified? |  |
| 12 | Have risks been identified and analyzed? |  |
| 13 | Have risk responses been identified? |  |
| 14 | Have contingencies been accommodated into estimates? |  |
| 15 | Has resource loading been verified? |  |
| 16 | Is each resource assigned to one or more work packages? |  |
| 17 | Is the communication methodology described? |  |
| 18 | Are the configuration items identified? |  |
| 19 | Are the SDLC parameters evaluated? |  |
| 20 | Are the tools for development, testing, release, and build identified? |  |
| 21 | Are the appropriate Work Orders in place? |  |
| 22 | Is the project plan documentation complete? |  |
| 23 | Will the processes be tailored from the standard processes? If so, are the appropriate approvals in place? |  |