

Checklist for the approval of the [Project Plan Document](#)

Before you should already have considered the [Checklist for the approval of the Project Scope Document](#)

Item	Comments/ Actions	OK?
Financial and operational capacity		
Does the project sufficiently describe the experience of project management of the organization that has prepared this project and of its partners?		
Does the project sufficiently describe the technical expertise (notably knowledge of the issues to be addressed) of the organization that has prepared this project and of its partners?		
Does the project sufficiently describe the management capacity (including staff, equipment and ability to handle the budget for the action) of the organization that has prepared this project and of its partners?		
Does the project sufficiently describe how stable and sufficient sources of finance has the Organization that will lead the implementation of this project and of its partners?		
Methodology		
Are we clear about how we will manage this Project?		
Are the activities described appropriate, practical, and consistent with the objectives and expected results?		
How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation?)		
Is the partners' level of involvement and participation in the action satisfactory?.		
Is the action plan clear and feasible?		
Does the plan contain objectively verifiable indicators for the outcome of the action?		

Item	Comments/ Actions	OK?
Is it clear who is responsible for producing which deliverable?		
Is the project scope likely to change during the life of the project? If so, is there an allowance for the likely consequences this change will have on the project?		
Action Plan		
Is the action plan clear and feasible?		
Have all milestones been defined?		
Are these milestones realizable (rather than looking good on paper)?		
Has a schedule been produced?		
Resourcing		
Is there a resource plan (a detailed budget)?		
Are the unit costs of items specified? if so, are they realistic?		
Have the required professional profiles been identified? What is the likelihood of these expertise being made available?		
Is any component of the project to be sourced by another group, or third party vendor? If so, are agreements in place with the group/third party?		
Have the resources been over-allocated? Or Under-allocated?		
Is the ratio between the estimated costs and the expected results satisfactory?		
Is the proposed expenditure necessary for the implementation of the action?		

Item	Comments/ Actions	OK?
Risks		
Has a risk assessment been carried out?		
Has the probable impact of risk been defined?		
Is there a risk mitigation strategy? (i.e. a Risk Plan?)		
Sustainability		
Is the action likely to have a tangible impact on its target groups?		
Is the project likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)		
<p>Are the expected results of the proposed action sustainable:</p> <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the donor funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the project ? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? 		