

Project Decision Process Checklist

Project Manager [name]

Stakeholder Analysis

- The program manager is known and actively involved in supporting the project.
- The beneficiaries and other stakeholders who will accept the final project outputs are identified and have declared their intentions to avail of the project outputs for contributing to the achievement of project objectives.
- Stakeholders inside and outside the firm that will have veto power over any decision in the project are known and are identified in the responsibility matrix and communication plan.
- All contributors necessary to complete the project have been identified and understand their role on the project.
- The stakeholders that will receive and operate the outcome of the project are included in the responsibility matrix.
- Stakeholders who will be affected by the outcomes of the project are known, their stake is understood, and there is a strategy for managing them to benefit the project.

Documenting the Rules

- There is a clear chain of authority for making decisions and escalating issues.
- A communication plan exists to identify the strategies for keeping all project stakeholders appropriately informed.
- A responsibility matrix has documented the roles of the various stakeholders as they relate to the major decisions and activities within the project. The stakeholders represented on the responsibility matrix have agreed that it accurately represents their involvement.
- A process has been established for evaluating and approving changes to the project plan and other control documents.