

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

Item	Comments/ Actions	OK?
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Is the need for this project clearly identified?		
Is the problem addressed well defined?		
Is the solution proposed well conceived?		
Is it clear why this project represents an opportunity for our organization?		

Consistency/Fit with the Organization’s Current Programs and with Organization’s Mission and Capacity		
Is the project objective consistent with our Organization’s Mission? Are this project overall objectives consistent with one or more specific objectives of the Organization's programmes and strategies?		
Is our Organization fit/equipped to undertake this kind of project?		

Stakeholders		
Have the beneficiaries been well identified?		
Have all stakeholders been identified?		
Have key stakeholders being consulted about the need for this project?		

Project Organization		
Has been decided who will prepare the project scope document?		
Has been clearly stated who will approve the project scope document prepared?		
Has been decided who will prepare the project detail plan?		
Has been clearly stated who will approve the project detailed plan?		
Is it clear who are the project sponsors (those who will provide the required funds)?		