

Checklist for the approval of the Project Scope Document

Item	Comments/ Actions	OK?
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Project Outcomes		
Are the outcomes for this project clearly understood by all key stakeholders?		
Are outcomes unambiguously defined? In particular: are benefits clearly identified? ⇒ Are the benefits measurable? ⇒ Is it possible to define ALL deliverables? ⇒ Are all changes defined (such as operational changes & changes to business procedures)?		
Thinking about similar Projects we've managed before, are these outcomes realizable?		

Project Scope		
Are we clear about the scope of this project? In particular, are we clear about: a). The projects which are interdependent with this project? b). Organizational units/groups that could impact, or be impacted by, this project? c). All external activities or events which may be interdependent with this Project?		
Is the project scope likely to change during the life of the project? If so, is there an allowance for the likely impact this change will have on the project?		

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Stakeholders		
Have all stakeholders been identified?		
Have stakeholders' accountabilities been defined AND agreed?		
Have all key stakeholders explicitly bought-into this project?		
Is it possible that any area, group or individual is over-committed?		

Project Organization		
Who is the Project Sponsor and Project Manager		
<p><i>Sponsor:</i> _____ <i>Manager:</i> _____</p>		

Managing the Project		
Are we clear about how we will manage this Project?		
Is there anything about the Project which indicates it is unique? (i.e. we have no track record managing these type of Projects)		

What We're Producing		
Are we clear about what needs to be produced during all phases of the project?		
Is it clear who is responsible for producing which deliverable?		

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Milestones & Time Frames		
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?		
Are resourcing assumptions stated, and, if so, are they realistic?		
If business resources are required, have they been identified? What is the likelihood of these resources being made available?		
Is any component of the project to be sourced by another group within OIT, external to OIT, or third party vendor? If so, are agreements in place with the group/third party?		
Check to see that resources are not over-allocated.		

Risks		
Has a risk assessment been carried out?		
Has the probable impact of risk been defined?		

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Is there a risk mitigation strategy? (i.e. a Risk Plan?)		