|  |
| --- |
| PHASE-EXIT REVIEW CHECKLIST: **PLANNING PHASE** |
| **Project Name :** |
| **Completed By :** | **Date :** |
| Item | **Description** | Y | N | N/A | **Comments** |
| 1 | Has a baseline plan been established ? | □ | □ |  |  |
| 2 | Has the work breakdown structure been developed ? | □ | □ |  |  |
| 3 | Has a network diagram been identified ? | □ | □ |  |  |
| 4 | Has the critical path been identified ? | □ | □ |  |  |
| 5 | Have all outside timing constraints been highlighted ? | □ | □ |  |  |
| 6 | Have significant milestones been identified ? | □ | □ |  |  |
| 7 | Are all deliverables clearly defined, and measurable ? | □ | □ |  |  |
| 8 | Have project performance measurements been established ? | □ | □ |  |  |
| 9 | Has a progress collection mechanism been designed ? | □ | □ |  |  |
| 10 | Has a target schedule been established and communicated ? | □ | □ |  |  |
| 11 | Is the project organization clearly defined ? | □ | □ |  |  |
| 12 | Are roles and responsibilities clearly defined for all project participants ? | □ | □ |  |  |
| 13 | Has a resource utilization plan been developed ? | □ | □ |  |  |
| 14 | Are all the resources working within their capacity ? | □ | □ |  |  |
| 15 | Have costs been calculated ? | □ | □ |  |  |
| 16 | Has a change management process been documented ? | □ | □ |  |  |
| 17 | Does a risk management strategy exist ? | □ | □ |  |  |
| 18 | Has a risk analysis been completed ? | □ | □ |  |  |
| 19 | Is the issue management process functioning correctly ? | □ | □ |  |  |
| 20 | Has a quality plan been put in place ? | □ | □ |  |  |
| 21 | Has a communications plan been developed ? | □ | □ |  |  |
| 22 | Have procurement strategies been identified ? | □ | □ |  |  |
| 23 | Does the plan present a feasible strategy to achieve the project objectives ? | □ | □ |  |  |
| 24 | Has buy-in been obtained from all necessary stakeholders ? | □ | □ |  |  |
| 25 | Have lessons learned been documented ? | □ | □ |  |  |
| 26 | Is the project ready to proceed to the Control Phase ? | □ | □ |  |  |
| Other Comments : |