

Project Planning Checklist

No items require attention

Questions		Yes	No	N/A	Notes
Prepare and Planning					
1	Have you completed the project initiation checklist				
2	Is there a list of pre-determined dates and activities that must be met				
3	Have you identified dependencies and sequencing of deliverables and milestones				
4	Have you reviewed all the checklists and scheduled activities accordingly				
5	Does each deliverable/milestone have start and end dates				
6	Do your duration estimates reflect historical experience				
7	Does your project timeline include enough slack for project risks				
8	Does your project timeline include slack for vacations, administration, etc				
9	Do you have commitments from other teams/vendors to meet the delivery schedule				
10	Is there an responsible person assigned for every deliverable/milestone				
11	Have you entered everything you are going to track on the appropriate template(s)				
12	Has your sponsor signed off on the plan				
Resources					
1	Do you have the appropriate personnel allocated to the project				
2	Are the key project team members allocated full time				
3	Will the project team have the appropriate skills to execute the plan				
4	Do you have the appropriate hardware and software				
Generic Software Development Life Cycle (SDLC) Phases/Tasks					
	Project Preparation				
	Scope and Definition				
	Resource Planning				
	Project Plan Creation				
	Risk Assessment				
	Design				
	Functional Requirements				
	Architecture Requirements				
	Technical Requirements				
	Interface Requirements				
	Reporting Requirements				
	Usability Testing				
	Testing Strategy				
	Training and Knowledge Transfer				
	Development				
	Solution Development				
	Unit / Functional Testing				
	Testing				
	System / Integration Testing				
	User Acceptance Testing				
	Parallel Testing				
	Volume Testing				
	Production Rollout				
	Training				
	Data Conversion				
	Go Live				
	Post Implementation Support				
	Help Desk / Level 1 support				
	Transition to Supporting organization				