

Category ▲				
Done	Name	Priority	Status	Complete
Category: 1.Goals & Objectives [Project Specification Checklist]				
<input type="checkbox"/>	Define the business need/problem to be addressed by your project.	Normal	Created	0 %
<input type="checkbox"/>	Make a list of objectives and goals that support the project effort.	Normal	Created	0 %
<input type="checkbox"/>	Determine preliminary timeframes for doing the project.	Normal	Created	0 %
<input type="checkbox"/>	Make a list of key activities to be done to complete project objectives and goals.	Normal	Created	0 %
<input type="checkbox"/>	Define criteria for evaluating project success and determining whether goals and objectives are accomplished.	Normal	Created	0 %
<input type="checkbox"/>	Develop a goal statement that summarizes key objectives and explains the rationale of the project.	Normal	Created	0 %
<input type="checkbox"/>	Include this document in your project specification.	Normal	Created	0 %
Category: 2.Scope [Project Specification Checklist]				
<input type="checkbox"/>	Define benefits to be gained by delivering your project.	Normal	Created	0 %
<input type="checkbox"/>	Perform a feasibility analysis to define whether the project is technically and economically feasible.	Normal	Created	0 %
<input type="checkbox"/>	Develop a feasibility analysis report that confirms project feasibility.	Normal	Created	0 %
<input type="checkbox"/>	Use this report to convince the sponsor of the need to make necessary investments.	Normal	Created	0 %
<input type="checkbox"/>	Define boundaries of your project.	Normal	Created	0 %
<input type="checkbox"/>	Communicate with the customer and user to understand their needs and expectations.	Normal	Created	0 %
<input type="checkbox"/>	Develop a list of user expectations and present it to the project manager.	Normal	Created	0 %
<input type="checkbox"/>	Cooperate with the project manager to develop requirements for your project.	Normal	Created	0 %
<input type="checkbox"/>	Discuss project requirements with the customer to get approval.	Normal	Created	0 %
<input type="checkbox"/>	Define desired outcomes of your project.	Normal	Created	0 %
<input type="checkbox"/>	Understand how these outcomes are linked to user requirements and then develop a list of project deliverables.	Normal	Created	0 %
<input type="checkbox"/>	Develop a scope statement document that defines the boundaries, feasibility, deliverables, benefits and requirements of the project.	Normal	Created	0 %
<input type="checkbox"/>	Add the scope statement to your project specification.	Normal	Created	0 %
Category: 3.Constraints & Assumptions [Project Specification Checklist]				
<input type="checkbox"/>	Make a brief and clear-cut description of any assumptions related to the components of project scope (including boundaries,	Normal	Created	0 %
<input type="checkbox"/>	Combine all assumptions into a list and then share this document with key stakeholders for review and approval.	Normal	Created	0 %
<input type="checkbox"/>	Describe major limitations (such as timelines, resource availability, funding, technology, regulations) that have an impact to the	Normal	Created	0 %
<input type="checkbox"/>	Establish dependencies between assumptions and constraints (how every assumption is linked to every constraint).	Normal	Created	0 %
<input type="checkbox"/>	Add constraints & assumptions in your project specification document.	Normal	Created	0 %
Category: 4.Requirements [Project Specification Checklist]				
<input type="checkbox"/>	Analyze interests and expectations of project stakeholders.	Normal	Created	0 %
<input type="checkbox"/>	Interpret this data into a list of project requirements.	Normal	Created	0 %
<input type="checkbox"/>	Determine how requirements are linked to goals and objectives.	Normal	Created	0 %
Count: 45				

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2.Scope 13 13

3.Constraints & Assumptions 5 5

4.Requirements 6 6

5.Team Composition 7 7

6.Approach 7 7

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Custom

Completion

Due Date

Status

Priority

Task Name

Date Created

Date Last Modifi

Date Opened

Date Completed

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Navigation Bar