

Delivery Toolkit – Business Plan Review Checklist

Project:	Project Manager:
Date:	Page:
Sponsor identification	
Sponsor name	
Sponsor role	
Sponsor contract review	
Is the sponsor operating to the agreed contract?	
Is the Project Manager operating to the agreed contract?	
Does the contract need to be amended in any way?	
Business strategy management	
Will the business case be successfully delivered?	
Are all stakeholders appropriately engaged?	
Is the business ready for the project?	
Summary and action plans	
Is the progress of each area of the project business plan according to plan?	
Summarize any actions needed to support successful business plan delivery	

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