

Project Management Toolkit — ‘In Control?’ Checklist

Project:	Project Manager:
Date:	Page: 1 of 2

Stage Two check

Have there been any changes since Stage Two completion?

Business change management

What is the current status of stakeholder management? (Review the original stakeholder map and discuss)

How will the business be expected to operate as a result of the completion of the project?

Is the business ready for the project?

What is the strategy for handover of the project to the business?

Scope definition

Has the scope changed since Stage Two completion?

What is the project progress against the Stage Two defined and prioritized project objectives?

Project roadmap

What project stages/stage gates have been completed? (For example project approved, design complete)

Risk and issue management

Have all project risks been reviewed regularly during project delivery?

What is the status of mitigation plans?

What is the status of contingency plans?

What is the overall likelihood of achieving the project CSFs?

Project Management Toolkit — ‘In Control?’ Checklist (continued)

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Date:	Page: 2 of 2

Project organization

Are project activities being completed by the appropriate members of the organization?

Contract and supplier management

What external suppliers are being used?

What is the external supplier status and performance?

Project controls strategy

Are project costs under control? (Review cost plan — for example actual versus budget)

What is the likelihood that the project budget will be maintained (forecast to completion?)

Is the project schedule under control? (For example review schedule and milestone progress)

What is the likelihood that the project schedule will be achieved (forecast to completion?)

Are there any changes to scope (quantity, quality and functionality)? Are the costs and schedule under control?

Project review strategy

Are regular Stage Three reviews being conducted? (Is performance being managed and monitored?)

Is project performance adequate for project success?

Is there regular reporting? (Is the Project Team adequately managing communication of progress and performance to all stakeholders?)

Stage Three decision

Is the project under control? (Is the project control strategy robust enough for project delivery to continue?)

What is the certainty that the project will be successful?