

Project Management Toolkit — ‘Why?’ Checklist

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

Sponsorship

Who is the sponsor? (The person who is accountable for the delivery of the business benefits)

Has the sponsor developed an external communication plan? (How the sponsor will communicate with all stakeholders in the business)

Business benefits

Has a business case been developed?

Have all benefits been identified? (Why is the project being done?)

Who is the customer? (Identify all stakeholders in the business including the customer)

How will benefits be tracked? (Have they been adequately defined?)

Business change

Will the project change the way people do business? (Will people need to work differently?)

Is the business ready for the project? (Are training needs identified or other organizational changes needed?)

Scope definition

Has the scope been defined? (What level of feasibility work has been done?)

Have the benefit enablers been defined? (Will the project enable the benefits to be delivered when the project is complete?)

Have all alternatives been investigated? (Which may include *not* needing the project)

Have the project success criteria been defined and prioritized?

Stage One decision

Should the project be progressed further? (Is the business case robust enough for detailed planning to commence?)