

## **Project Solution Suite**

## **Project Management Checklist**

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# Contents

- Background..... 3**
- Fundamental Questions ..... 3**
- The PREPARE Phase..... 4**
  - Concept and Proposal ..... 4
  - Scope and Fit ..... 5
  - Options and Justification ..... 6
  - Resources and Procurement Strategy..... 6
  - Plans ..... 6
- The DELIVER Phase ..... 8**
  - Specialist Product Development ..... 8
  - Manage the Stage ..... 8
  - Manage Exception Situations ..... 8
  - Manage Normal Stage End ..... 9
- The HARVEST Phase..... 10**
  - Project Review..... 10
  - Project Review..... 10
  - Benefits Review ..... 10

## Background

This document is designed as a quick reference for Project Managers. It is to be used in conjunction with the Project Management Handbook and the Project Management Method Manual, not as a replacement.

## Fundamental Questions

These are the typical questions a new Project Manager (PM) may want answers to during initial induction into the organisation.

### Question

What resources are available to help me with my project?

- Review Lessons Learned from previous projects
- Review standard project work breakdown structures
- Review timeframes, costs, issues and risks of previous similar projects
- Talk to project managers who have run similar projects, or worked with your client before

Where can I obtain the information about how my organisation expects me to manage projects?

- Consult with the PMO
- Refer to the Project Management Method Manual
- Obtain copies of relevant Standard Project Templates

How can the PMO assist me?

- Provision of guidance on the Project Management Method
- Establishing a Project ID, and a project directory structure
- Consultation on impacting projects
- Provision of tools and pragmatic advice for all stages of a project.
- Review project documents when requested

What does the PMO expect from me?

- Contribution to the ongoing evolution and development of the Project Management Method to better meet our organisation's needs
- Project Highlight Reports that are detailed, accurate and timely

#### What does my project sponsor expect from me?

- Doing the 'leg work' of the project – developing all required project documents, managing those developing the project's products, actively managing all project issues and risks.
- Ensuring that all project deliverables are on time, within budget and of the expected quality
- Maintaining and enhancing our organisation's reputation with our clients, to foster ongoing and future work

#### What can I expect from my project sponsor?

- Actively working with corporate/program management to resolve all issues and risks that I've escalated.
- Actively promoting the project to the rest of the organisation, including provision of adequate budget and other resources.
- Communicating with senior managers in client organisations to help remove roadblocks in the client's organisation
- Being available for ad hoc discussions

## The PREPARE Phase

### Concept and Proposal

This checklist targets the initial stages of a project. It guides the PM through the first set of tasks to formalise the project and establish the basic infrastructure.

#### Meet with the project sponsor to clarify:

- The project mandate and your roles/responsibilities.
- Your assigned tasks are classified as a project (*refer to "Testing for a Project" questionnaire – section 2 of the PMM Manual*)
- Agree initial roles and responsibilities with the sponsor.

#### Establish Project Environment

- Obtain Project ID from the PMO.
- Obtain a documentation management briefing from the PMO if necessary
- Review documentation repository requirements and template requirements with the PMO.