IT Project Process Guidelines Checklist:

Project Title:		Project Number:
Project Leader/ Manager:		**Anticipated Project Start Date:**
Sponsor:		**Date Prepared:**
Project Risk Level:		

Project Management Process Group	Step	Project Management Knowledge Area	Completed
Initiation Processes	1	Project Initiation Form (Project Charter)	
	2	Approval	
Planning Processes	3	Collect Requirements	
	4	Begin Scope Development	
	5.1	Project Level Indicators (from PM Website)	
	5.2	Project Scorecard (from PM Website)	
	6	Project Plan	
	7.1	Resources & Staffing plan	
	7.2	Purchases & Acquisitions plan	
	7.3	Budget plan	
	8.1	Communications plan	
	8.2	Risk plan	
	8.3	Security Initial Review & plan	
	9.1	Testing plan	
	9.2	Training plan	
	10.1	Change Control plan	
	10.2	Quality Management Plan	
	11	Project Scope Form	
	12	Document lessons learned thus far	
	13	Approval	
Executing Processes	14.1	Project Team Development	
	14.2	Procure or Secure Resources	
	14.3	Security	
	15.1	Quality Assurance	
	15.2	Direct & Manage Project Resources	
	16	Communications - Information Distribution	
Monitoring & Controlling Processes	17	Integrated Change Control	
	18.1	Quality Control	
	18.2	Independent Verification & Validation	
	19	Report Performance	
	20.1	Monitor Risks & Issues	

* A step number with a decimal means those similarly numbered steps can be done simultaneously.

	20.2	Implement Testing plan		
	21	Security Final Approval		
	22	Implement Training plan		
	23	Document new lessons learned		
	24	Approval		
Closing Processes	25.1	Verify acceptance of project deliverables		
	25.2	Finalize budget & timeline		
	26	Operations & Support transition		
	27	Project [Final] lessons learned		
	28	Sign off		
	29	Project Documentation & Retention		

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