

Project Management Process Quality Review

Initiation Phase

Evaluating the Project management process is critical to determining where changes or improvements are needed. Use this checklist periodically throughout the project lifecycle to assess how well the project progressing.

Phase/Item Description	Yes	No	N/A	If Not, Why?
PROJECT INITIATION PHASE				
<i>Lessons Learned</i> from previous projects are available for review.				
Project Manager Reviewed <i>Lessons Learned</i> .				
Project Manager met with the customer to determine <i>requirements</i> .				
<i>Project roles</i> are well defined.				
Project Manager assembled the <i>project team</i> .				
A <i>kick-off meeting</i> was held to orient team members with the project.				
A <i>high-level WBS</i> was developed.				
The <i>High-Level Project Charter</i> was completed				
A <i>High-Level Risk Identification and Assessment</i> was performed				
Project owner <i>approval</i> was obtained prior to going on to the Project Planning Phase.				