

# Project Management Process Quality Review

## *Execution and Control 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?
<b>PROJECT EXECUTION AND CONTROL PHASE</b>				
The project was <b>Baselined</b> prior to beginning execution.				
Regular <b>Status Meetings</b> were conducted to keep all stakeholders informed about the project status.				
<b>Weekly Status Reports and Project Status Reports</b> were completed and distributed on time according to the <b>Communications Matrix</b> .				
A <b>Scope Change Management Log</b> was maintained to track <b>Scope Change Requests</b> .				
<b>Scope Change Requests</b> were accurately evaluated for project impact.				
<b>Scope Change Requests</b> were processed and approved before any changes were implemented.				
Project plans and schedules were updated as a result of approved Scope Change Requests.				
<b>Executive Review meetings</b> were held to keep key stakeholders abreast of the project status and any				

Phase/Item Description	Yes	No	N/A	If Not, Why?
unresolved issues.				
All issues that arose during the project were managed using the <b><i>Issues Log</i></b>				
<b><i>Milestone Slippage Reports</i></b> were completed as soon as the Project Manager determined that a Milestone would be missed				
Human resource conflicts were handled in a timely and fair manner.				
Interim project reviews were conducted with the project owner.				
Project costs were monitored and variances were elevated as needed to keep the project on track.				