

# Project Management Process Quality Review

## Planning 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 PLANNING PHASE</b>				
Project Manager developed an Organizational Structure using the <b>Organizational Chart</b> template.				
A <b>detailed WBS</b> was developed that clearly identified all deliverables.				
A <b>Project Directory</b> was developed and maintained to reflect the current stakeholders in the project.				
A <b>Communications Matrix</b> was developed and maintained to determine reporting recipients and frequencies of reports.				
Project Manager developed a <b>Project Notebook</b> according to the Project Methodology.				
Project Manager established Project Files using the <b>Project File Checklist</b> .				
The <b>Project Notebook and Files</b> were kept current and useful.				
Major risks were identified and a <b>Risk Management Plan</b> was developed according to the Project Methodology.				

Phase/Item Description	Yes	No	N/A	If Not, Why?
<b>Risk Management Plan</b> was approved by the project owner.				
<b>Human resource requirements</b> were identified and acquired without causing delays in the project or hindering career development.				
A <b>project schedule</b> was developed and revised to ensure resource leveling and clear communication of milestone dates for deliverables.				
<b>Quality measures</b> were established to ensure successful accomplishment of objectives and acceptance.				