

# Project Management Process Quality Review

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 Initiation Phase</b>				
Lessons Learned from previous projects are available for review.				
Project Manager Reviewed Lessons Learned.				
Project Manager met with the customer to determine requirements.				
Project roles are well defined.				
Project Manager assembled the project team.				
A kick-off meeting was held to orient team members with the project.				
A high-level WBS was developed.				
The <i>Project Charter</i> and <i>Proposal</i> were completed				
Project owner approval was obtained prior to going on to the Project Planning Phase.				
<b>Project Planning Phase</b>				
Project Manager developed an Organizational Structure using the <i>Organizational Chart</i> template.				
A detailed WBS was developed that clearly identified all deliverables.				

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A <i>Project Directory</i> was developed and maintained to reflect the current stakeholders in the project.				
A <i>Communications Matrix</i> was developed and maintained to determine reporting recipients and frequencies of reports.				
Project Manager developed a <i>Project Notebook</i> according to the Project Methodology.				
Project Manager established Project Files using the <i>Project File Checklist</i> .				
The <i>Project Notebook</i> and Files were kept current and useful.				
Major risks were identified and a <i>Risk Management Plan</i> was developed according to the Project Methodology.				
The <i>Risk Management Plan</i> was approved by the project owner.				
Human resource requirements were identified and acquired without causing delays in the project or hindering career development.				
A project schedule was developed and revised to ensure resource leveling and clear communication of milestone dates for deliverables.				
Quality measures were established to ensure successful accomplishment of objectives and acceptance.				
<b>Project Execution And Control Phase</b>				
The project was Baselined prior to beginning execution.				

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Regular Status Meetings were conducted to keep all stakeholders informed about the project status.				
<i>Weekly Status Reports and Project Status Reports</i> were completed and distributed on time according to the <i>Communications Matrix</i> .				
A <i>Scope Change Management Log</i> was maintained to track <i>Scope Change Requests</i> .				
<i>Scope Change Requests</i> were accurately evaluated for project impact.				
<i>Scope Change Requests</i> were processed and approved before any changes were implemented.				
Project plans and schedules were updated as a result of approved <i>Scope Change Requests</i> .				
Executive Review meetings were held to keep key stakeholders abreast of the project status and any unresolved issues.				
All issues that arose during the project were managed using the <i>Issues Log</i>				
<i>Milestone Slippage Reports</i> 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.				

Phase/Item Description	Yes	No	N/A	If Not, Why?
<b>Project Closeout Phase</b>				
The <i>Project Close-out Checklist</i> was used to ensure all steps are taken to close-out the project.				
<i>Lessons Learned Review Template</i> was use to gather lessons learned input from team members.				
Customers were surveyed using the <i>Customer Satisfaction Survey</i> and <i>Customer Project Survey</i> .				
Post Implementation Review was conducted to document lessons learned.				
All project documentation was taken to the Program/Project management Office.				
Project Celebration was held to acknowledge individual and team contributions.				