

[Division Name]

[Project Name]

Preview

ICT Governance Checklist Acquisition Phase

Key Project Information			
Project Name			
Project Manager			
Proposed Start Date		Proposed End Date	

Notes for Users:

1. This checklist should be used by the Project Manager for all ICT projects to provide a record of decisions about how the project will be managed and the level of documentation that will be maintained.
2. It is a checklist of many possible Governance and project management activities, actions and decisions that might be made for all types of projects, therefore some items will be "Not Applicable" for any individual project.
3. All checklist decisions and actions must be completed in a manner appropriate to the specific project. There is no requirement for detailed explanations of why certain decisions about the project were taken.
4. The Comments, Notes and Decisions column contains some guidelines and suggested decisions. The decisions can be tailored to suit the individual project as long as the Governance Management principles remain intact.

Standards and Checklist

Ref*	Activity Checklist By Phase	Completed Y,N or N/A	Comments, Notes or Decisions
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3. Acquisition Phase

Project Compliance			
A1	Has the vendor contract been signed by an authorized officer?		
A2	<i>Not applicable</i>		
A3	a) Has testing been completed: <ul style="list-style-type: none"> (i) Unit testing; (ii) Integration testing; (iii) System testing; and (iv) Acceptance testing (User Testing)? b) Have the test results been formally documented in a test log? c) Have the business owners and users approved the results of the tests?		
A4	a) Has the approach been defined on deploying the product into the production environment? b) Has user training been completed? c) Have Help Desk procedures been documented and Help Desk staff updated?		
A5	a) Has a change request been prepared for the deployment of the current stage into the production environment? b) Does the proposed deployment strategy comply with quality management guidelines?		

Governance Signoff

3. Acquisition Phase

Reviewers/Approvers		Required Y, N, or NA	Comments, Notes, Decisions	Approval
Required for all ICT projects Required for all ICT projects Required for all ICT projects	1	Key Stakeholders Representative		Name: Signature: Date:
	2	Project Control Board (PCB)		Name: Signature: Date:
	3	ICT Governance Manager <ul style="list-style-type: none"> • <i>Technical reviews/advice of Test logs</i> • <i>Governance Signoff</i> 		Name: Signature: Date: