

[Division Name]

[Project Name]

ICT Governance Checklist

Concept 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 for Project Manager

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

Governance Process Checklist			
C1	Has Divisional Governance Coordinator been contacted?		
C2	Has the project requirements been documented?		
C3	a) Is the project in line with DTHE COMPANY's Corporate Program and Strategies? b) Has the preliminary business case substantiated the defined benefits and outcomes?		
C4	a) Has a preliminary risk assessment been conducted for: <ul style="list-style-type: none"> (i) Business Risks (ii) ICT Risks (iii) Project Risks (iv) Legal Risks b) Does the Risk Assessment comply with the company's Risk Management Framework?		
C5	a) Has the Risk Analysis taken into consideration all risks from a technology perspective? b) Has the Degree of Change been assessed? c) Has the Project been classified in terms of the required level of IT Governance? d) Has the Investment Classification been reviewed?		
C6	Has the Project Brief been completed?		
C7	The ICT solution needs to comply with THE COMPANY's technical and application standards. Does it comply? <ul style="list-style-type: none"> (i) Corporate technical and infrastructure standards (ii) Corporate application standards (iii) e-Business online service delivery Policy & Standards (If no, has ADM been sought for review and approval process?)		
C8	When the ICT solution has online component it needs to comply with Corporate standards service delivery. Does it comply?		