

[Division Name]

[Project Name]

ICT Governance Checklist Definition 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
------	--------------------------------	-------------------------	------------------------------

2a. Definition Phase – Project Plan

Governance Process Checklist			
3.3.1	Does the project warrant a Concept and a Definition phase, or is it adequate to combine the two phases together? <i>Note that if the two phases are combined, then it is pertinent that the checklist for the Definition phase be reviewed, as some questions may still be relevant.</i>		
3.3.1	Has the Project Classification been reviewed/updated? <i>As the project progresses, the scope may alter and may required greater or less Governance or controls. During the Definition stage, the Project Classification should be reassessed to ensure that adequate Governance and project controls are in place.</i>		
D1	Has the Project Plan been completed? (i) Project clearly defined (ii) Project work descriptions developed (iii) Quality plan developed (iv) Risks identified and mitigation strategies documented (v) Product breakdown structure completed		

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	Division's ICT Governance Co-ordinator Name: Signature: Date:
			2	ICT Governance Manager Name: Signature: Date:
			5	Executive Director, or delegate Name: Signature: Date: