INFORMATION TECHNOLOGY PROJECT PLANNING CHECKLIST

- [ ] Goals and Objectives defined
- [ ] Scope and Limitations defined
- [ ] Major Deliverables defined (Deliverables Plan)
- [ ] Work Breakdown Structure completed
- [ ] Top-down planning estimates created
- [ ] Master Integrated Schedule completed
- [ ] Product and Services Requirements defined
- [ ] Organization Plan completed
- [ ] Performance, Evaluation and Test Plan completed
- [ ] Change Control Plan completed
- [ ] Problem Tracking Plan completed
- [ ] Documentation Plan completed
- [ ] Risk Management Plan completed
- [ ] Reliability, Availability, Usability Plan completed
- [ ] Project Plan completed
- [ ] Opportunity Costs calculated
- [ ] Budget specified
- [ ] Financial Analysis completed
- [ ] Functional Deliverables defined
- [ ] High-level Functional Specification(s) completed
- [ ] Bottom-up task estimates created by Functional Groups
- [ ] Detailed Functional Planning and Schedules completed
- [ ] Functional Schedule Critical Path Analysis completed
- [ ] Master Schedule & Path aligned with Functional Groups
- [ ] Planning Phase Checklist completed

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