

# 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