

I. General aspects, layout and language of project plan

Use the following checklist to make sure you have complied with all project plan requirements.

Is the title (or cover) page complete?

- Does it contain the words “Project Plan”?
- Does it contain the name of the project?
- Does it have a subtitle? (optional)
- Does it contain the name of the organization and client?
- Does it state the place and date of completion of the project plan?
- Does it contain the name of the assignee?
- Does it contain the names of the project members? (optional)
- Does it states the names of the authors of the project plan?

Layout

- Does it have a table of contents with page numbers?
- Are all sections numbered?
- Are all pages numbered?
- Are the various sections clearly indicated?
- Are the sections arranged as listed in Chapter 5 and have all sections been included?

Language

- Is the project plan written in clear language?
- Are there any spelling or grammatical mistakes (use the computer spell check and thesaurus)?
- Is the style business-like and objective?
- Are the sentences concise and to the point?
- Have terms been defined before they are used?
- Is there any change of perspective as the project plan progresses? In other words, is every part of the project plan written from the point of view of the same person?

The project plan section by section

Section 1: Background information

- Is there a short description of the organization in which the project is being carried out? Is it clear what the organization does?
- Is it clear which departments are involved in the project?
- Have the background elements been described in order of decreasing size (for example, first the company, then the branch, then the department, then the project)?
- Is this project a follow-up to a previous project?
- What was the outcome of that project?
- Is there a description of the project's history?
- Is it clear what the client expects from this project?
- How does the earlier project affect this project?
- How does this project relate to other projects currently being carried out?
- Is it clear what other parties (both external and internal) are involved in the project?
- What role does each party play in the project?

- Has the relationship between the client, project group and others been made clear?

Section 2: Formulation of objectives or definition of problem

- Is it clear why the project is being carried out?
- Are the objectives clear?
- Are the objectives defined in a measurable form?
- Have minor objectives also been formulated?

Section 3: Commission

- Does the project have a succinct, catchy and original name?
- Is the commission clearly defined?
- Is the commission related to the objectives or definition of the problem?
- Is the end product of the project absolutely clear, including what requirements it must meet?
- Is it clear who the client organization is?
- Is it clear who the client is (either the person who commissioned the project or a representative of the organization commissioning the project)?
- Is it clear which organization has accepted the commission?
- Is it clear which person has accepted the commission? (In other words, who the project manager is?)
- Has the commission been put in writing?

Section 4: Project activities

- Is there a step-by-step summary of activities?
- Have enough activities been defined?
- Are there any activities that have been omitted?
- Have the activities been grouped?
- Are all activities within a single group of the same caliber?
- Has the project plan itself been included as an activity?
- Has the winding-up of the project been included?

Section 5: Project scope and preconditions

- Has the project's "length" been made sufficiently clear (where it ends)?
- Has the project's "width" been made sufficiently clear (what it includes)?
- Is it clear what criteria will have to be met for the project to be considered a success?

Section 6: Intermediate products or outcomes

- Have enough products been defined?
- Has the project plan itself also been defined as a product?
- Have the main events been defined as products?
- Have any designs, reports and the like been forgotten?
- Has the end product been included?

Section 7: Quality control

- Are there sufficient opportunities to monitor quality?
- Have standards for quality control been defined?
- Do the standards deviate from current standards?
- Is there any mention of client feedback?
- Are the methods to be used mentioned?

- Are the techniques to be used mentioned?
- Are there any arrangements about which tools will be used (such as software)?
- Is there any mention of obtaining external advice?
- Will the product be delivered in stages (e.g. provisional report, approval, definitive report)?

Section 8: Project organization**Organization**

- Have the roles been divided among the team members?
- Are the roles named?
- Has a secretary been appointed?
- Has it been stipulated when the team's members need to be available?
- Has the authority that each member holds been indicated?

Information

- Has the manner of communicating with the client been determined?
- Have the lines of communication within the project group been determined?
- Has the time registration method been determined?
- Has the frequency of meetings been mentioned?
- Is there a provision for a weekly report by team members to be submitted to the project manager?
- Has the filing system been determined?

Section 9: Scheduling

- Are the schedules consistent with the activities in Section 4?
- Is there a computerized schedule?
- Are the schedules feasible?
- Have provisions been made for dealing with delays in decision-making?

Section 10: Summary of costs and benefits

- Does the summary contain enough information?
- Is there a brief explanation?
- Have the benefits been included?
- Have any assumptions been explained?
- Is the summary realistic?