

1 Exit Review Checklist – Planning Phase

[Complete the checklist below, adding comments as necessary. Certain items that are in an incomplete status at the end of the Planning Phase may represent a scheduling risk for the project. All items marked with a “N”, should be reviewed by the responsible members of the project team, to assess the appropriate steps to be taken to complete each outstanding item.]

Viderity Project Management Template		PLANNING PHASE EXIT REVIEW CHECKLIST			
Completed By :		Date :			
Item	Description	Y	N	N/A	Comments
1	Has a baseline project plan been established?				
2	Has the work breakdown structure been developed?				
3	Has a network diagram been identified?				
4	Has the critical path been identified?				
5	Have all outside timing constraints been highlighted?				
6	Have significant milestones been identified?				
7	Are all deliverables clearly defined, and measurable?				
8	Have project performance measurements been established?				
9	Has a progress collection mechanism been designed?				
10	Has a target schedule been established and communicated?				

EXCERPT ONLY