

## 1 Exit Review Checklist – Initiation Phase

[Complete the checklist below, adding comments as necessary. Certain items that are in an incomplete status at the end of the Initiation 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		INITIATION PHASE EXIT REVIEW CHECKLIST			
Completed By :		Date :			
Item	Description	Y	N	N/A	Comments
1	Has the project manager been identified ?				
2	Has a project sponsor been defined ?				
3	Have all the necessary stakeholders been identified and considered for membership in the project team ?				
4	Has the project team been established ?				
5	Has all background documentation been obtained and reviewed, including appropriate contracts?				
6	Are the initial roles and responsibilities documented?				
7	Has the issues database been initiated?				
8	Is the project goal/vision defined?				

**EXCERPT ONLY**