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PROJECT PLANNING RISK EVALUATION CHECKLIST

Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

1. Instructions

- For each Item No. below, complete all blank fields (see footnotes for Planning Status and Risk Level columns).
- At the bottom of this form, enter an overall evaluation rating (H, M, L, N) for this project, then click on the link to the Risk Assessment Questionnaire and enter the same rating into the Project Management portion of that form.
- Click on the link to the Risk Response Plan document and enter all high-risk (H) items that were entered on this form. Also enter medium-risk items if the project team deems them significant.

2. Evaluation

Item No.	Item	Planning Status ¹	Risk Level ²	Comments / Plan to Resolve
1	Planning			
1.1	Is project scope – including definition and objectives – the same as agreed to in the <i>Project Charter</i> ?			
1.2	Has the <i>Project Scope Statement</i> been reviewed as part of the baseline process?			
1.3	Is there a <i>Project Plan</i> against which to measure progress?			
1.4	Does the <i>Project Plan</i> address the following areas:			
1.4.1	• Project Scope and Deliverables			
1.4.2	• Work Breakdown Structure (WBS)			
1.4.3	• Task Dependencies			
1.4.4	• Project Schedule			
1.4.5	• Milestone Schedule			
1.4.6	• Project Budget			
1.4.7	• Quality Plan			
1.4.8	• Issue Resolution and Change Management			
1.4.9	• Risk Management Plan			
	Other Plans as needed:			
1.4.10	• Critical Success Factors			
1.4.11	• Resource Plan (e.g., assignments, timing)			

¹ Enter one of the following: **C** (Complete), **P** (Partially Complete), **A** (Absent); **Y** (Yes), **N** (No); **NA** (Not Applicable)

² Enter one of the following: **H** (High), **M** (Medium), **L** (Low), **A** (Absent)

2. Evaluation				
Item No.	Item	Planning Status ¹	Risk Level ²	Comments / Plan to Resolve
1.4.12	• Cost Benefit Analysis & ROI			
1.4.13	• Procurement Plan			
1.4.14	• Communications Plan			
1.4.15	• Configuration Management Plan			
1.4.16	• Phase Exit Criteria Checklist			
1.4.17	• Project Progress Tracking			
1.4.18	• Project Organization			
1.4.19	• Facilities Plan			
1.4.20	• Documentation Plan			
1.4.21	• Materials Plan			
1.4.22	• Training Plan			
1.4.23	• Back-up and Recovery Plan			
1.4.24	• Contingency Plan			
1.4.25	• Cutover Plan			
1.4.26	• Warranty Plan			
1.4.27	• Transition Plan			
1.4.28	• Others (<i>please list</i>)			
1.5	Is the plan for project resources adequate?			
1.6	Are the baseline project schedule and budget realistic?			
1.7	Is the plan for the organization of the project resources adequate?			
1.8	Are there adequate project control systems?			
1.9	Is there an information system for the project (e.g., central storage for easy access to project documents)?			
1.10	Were key project stakeholders brought into the <i>Project Plan</i> ?			
1.11	Were potential customers involved early in the planning process?			
1.12	Was planning completed before the project was initiated?			
1.13	Are project planning documents under version control?			
1.14	If there are vendors, have they signed off on the <i>Project Plan</i> ?			
1.15	If there is an independent oversight contractor, have they signed off on the <i>Project Plan</i> ?			
2	Organization			
2.1	Is the project organization documented and on file?			
2.2	Is the Project Manager qualified and experienced in Project Management?			

2. Evaluation				
Item No.	Item	Planning Status ¹	Risk Level ²	Comments / Plan to Resolve
2.3	Have roles and responsibilities of the team been documented and clearly communicated to the team, customer, and stakeholders?			
2.4	Is the organization structure appropriate for the project's size and complexity?			
2.5	Is there an identified role of a technical leader (i.e., Project Lead, Team Lead, Solution Architect)?			
2.6	Is the quality function identified and assigned (e.g., who does Quality Control, Quality Assurance (QA)?			
2.7	Is the Project Sponsor function identified and defined?			
2.8	Is there a Change Control Board?			
2.9	Have the configuration management functions been assigned?			
2.10	Are there back-up strategies for key members of the project?			
2.11	Other organization items (<i>please list</i>):			
3	Tracking & Monitoring			
3.1	Are the various types of reports, their contents, frequency, and audience defined and communicated to the Project Team?			
3.2	Are the input requirements from Project Team members clearly documented and communicated?			
3.3	Have the reports to be produced, distributed, and filed been defined?			
3.4	Has the format for tracking and monitoring schedules and costs been defined?			
4	Reviewing			
4.1	Have the various meetings, the purpose, context, frequency, and participants been defined and communicated?			
4.2	What are the defined meeting materials?			
4.3	Are the meetings set up to have assigned note-takers that will add actions/issues to the issue list?			
5	Issue Management			
5.1	Is an issues-management process documented and filed?			
5.2	Is this process communicated to the customer and team members?			
5.3	Will an issue form be in use?			
5.4	Will all project issues be unconditionally tracked through the issue-resolution process?			
5.5	Will all tasks resulting from issues be entered into the <i>Issues Log</i> and tracked?			

2. Evaluation				
Item No.	Item	Planning Status ¹	Risk Level ²	Comments / Plan to Resolve
5.6	Are there processes for unresolved issues to be escalated and resolved within a reasonable timeframe?			
6	Change Control			
6.1	Will there be a change control process in place?			
6.2	Is the change control process documented and on file?			
6.3	Will this process be communicated to the customer and Project Team?			
6.4	Will there be a change request form in use?			
6.5	Will all project deliverables and software configuration management be changed only through the change control process?			
6.6	Will all change requests be unconditionally tracked through this process?			
6.7	Will all change requests and current status be logged?			
6.8	Will all tasks resulting from approved changes be entered into the <i>Project Plan</i> and tracked through the plan?			
6.9	Will new change requests be acknowledged in a timely manner?			
7	Risk Management			
7.1	Will all project risks be managed according to the project's risk management process?			
7.2	Will the <i>Risk Response Plan</i> be updated on a regular and frequent basis?			
7.3	Will the risk status be reported to management on a regular and frequent basis?			
7.4	Will the risk documents be filed?			
7.5	Will there be documented contingency plans for the top five to 10 risks?			
7.6	Will the preventive plans for the top five risks be identified, included in the <i>Project Plan</i> , and implemented?			
8	Quality Assurance			
8.1	Has a <i>Quality Assurance Plan</i> been documented and filed?			
8.2	Are the QA functions and related roles and responsibilities clearly defined?			
8.3	Are there completion/verification criteria defined for each task producing an output?			
8.4	Is there a process (test plans, inspections, reviews) defined for verifying outputs for each task?			
8.5	Will tasks be marked "complete" only after QA has been successfully completed?			

2. Evaluation

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8.6	Will there be a formal process for submitting, logging, tracking, and reporting items undergoing QA throughout the submit-test-rework-resubmit-retest cycle?			
8.7	Will statistics related to QA be collected, trends analyzed, and problems raised as issues?			
8.8	Will the QA related information be reported regularly as part of the status reporting mechanisms?			
8.9	Has a method and process for requirement tracking been developed?			

Upon completion of the above checklist, please complete the following:
(Create links to referenced documents (e.g., [Link_To_...](#)) by using *Insert* → *Hyperlink* on your toolbar.)

<ul style="list-style-type: none"> Enter your overall evaluation rating (<i>H, M, L, N</i>): 	
<ul style="list-style-type: none"> Click the adjacent link to enter the same overall evaluation rating into the Project Management portion of the <i>Risk Assessment Questionnaire</i>. 	Link To Risk Assessment Questionnaire
<ul style="list-style-type: none"> Click on the link to the <i>Risk Response Plan</i> document and enter all high-risk (<i>H</i>) items that you entered in the above form. 	Link To Risk Response Plan

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3. Project Planning Risk Evaluation Checklist / Signatures

Project Name:			
Project Manager:			
<i>I have reviewed the information contained in this Project Planning Risk Evaluation Checklist and agree:</i>			
Name	Title	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Planning Risk Evaluation Checklist.