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**Sample Project Initiation Checklist**

**Project Name:**

**Project Customer:**

**Review Date:**

|  |
| --- |
| **Background** |
| Background of the project: |  |
| **Objectives** |
|  | **Yes** | **No** | **Comments** |
| Have project objectives been defined and are they clear? | [ ]  | [ ]  |  |
| **Management** |
|  | **Yes** | **No** | **Comments** |
|  | [ ]  | [ ]  |  |
| Has a project customer been identified who will sign-off the requirement and accept the delivery? | [ ]  | [ ]  |  |
| Have Deliverables been defined clearly? | [ ]  | [ ]  |  |
| Has a Project Deadline (Completion Date) been established? | [ ]  | [ ]  |  |
| Start Date | [ ]  | [ ]  |  |
| End Date | [ ]  | [ ]  |  |
| Efforts in hours | [ ]  | [ ]  |  |
| Budget | [ ]  | [ ]  |  |
| Have you gone through the style sheet with the client | **Yes** | **No** | **Comments** |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| **Scope** |
| Have you gone over the revision process with the client | **Yes** | **No** | **Comments** |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| **Quality** |
| Has anyone reviewed for spelling errors and inconsistencies | **Yes** | **No** | **Comments** |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| **Constraint** |
|  | **Yes** | **No** | **Comments** |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |
| **Project Estimates** |
|  | **Yes** | **No** | **Comments** |
|  |  |  |  |
|  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  |  |

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Action Item** | **Assigned To** | **Due By** |
|  |  |  | [mm/dd/yyyy] |
|  |  |  | [mm/dd/yyyy] |
|  |  |  | [mm/dd/yyyy] |

**Comments**

**Approvals**

**Project Customer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**

**Michelle Schoen:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_/\_\_\_/\_\_\_\_**