Project Name:	
Description:	
Project Manager:	
Project Sponsor:	
Date:	

Carleton University
Canada's Capital University

Charter Review Checklist

The Charter Review meeting is intended as a final check of the Project Charter prior to submission of the Document for approval.   This includes feedback on impacts or interdependencies on other departments or projects, ensures all technical matters have been included, and informs all areas of CCS of upcoming project work.

~~This form is intended as a guide and does not have to be submitted for approval~~

Attendees:	Project Manager, CCS Managers

Areas to Seek Feedback On:	**Yes**	**No**
Does the Project Charter clearly identify a technical or business problem/need?	☐	☐
Are the project success criteria measurable?	☐	☐
Are the planned milestone dates realistic?	☐	☐
Have all the risks to the project been identified? Do you agree with the Risk Rating?	☐	☐
Have all resources been identified and confirmed?	☐	☐
Have all interdependencies on other departments been identified and confirmed?	☐	☐
Where external resources are needed, have the costs been included in the project budget?	☐	☐
Have any disaster recovery considerations been included as part of the project scope?	☐	☐
Have any information security considerations been included as part of the project scope?	☐	☐
Have any business impacts to other departments been identified?	☐	☐
Have post-implementation support plans been included?	☐	☐
Additional Comments:		

CCS PMM 2.0