|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project ID: |  | Project Name: |  | Project Manager: |  |
| Review Date: |  | PMO Reviewer: |  | Gate 2 Approved: |  |

**Purpose:** The purpose of this checklist is to review a list of key deliverables and activities to ensure that they have been considered and/or completed before proceeding to Execution Phase.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Question** | **Response Y / N** | **PMO Review Notes/Comments/Recommendations****Provide where Response is “N”** |
| Project Documentation | Has a Combined Project Charter/PMP been completed for this project?  |  |  |
| Has the Combined Project Charter/PMP been approved? |  |  |
| Is the approved Combined Charter/PMP stored in project site? |  |  |
| Are the risks identified in Charter/PMP documented in the risk register?  |  |  |
| Are the issues identified in Charter/PMP documented in the issues log? |  |  |
| Have the initial schedule milestones been completed and align with the timeline of the Charter/PMP? |  |  |
| Has the project schedule been baselined? |  |  |
| Has the budget been entered in FAST and does it align with the Charter? |  |  |
| Is there supporting project documentation stored in the project repository (I.e.: minutes, status reports, presentations, Charter/PMP Word Document, Approved Charter PDF)? |  |  |
| Confirm that information security and privacy considerations are being addressed as part of the project. |  |  |
| Confirm AODA requirements have been considered or required. Has the evidence of AODA consideration been stored in the project site? |  |  |
|  | Confirm PCI requirements have been considered as required.  |  |  |
| Lessons Learned (LL) | Are there any dependencies with other projects? |  |  |
| Ensure any lessons learned for this phase have been captured. |  |  |
| Non-compliances | Before proceeding to the next PM phase, the following issues/concerns need to be addressed. |  |  |