



Project Definition Checklist

An assessment tool to help determine the size, scope, and resources needed for your project

Project Definition		
Tasks		
<ul style="list-style-type: none"> Planned set of tasks outside normal business operations Not routine/recurring operations 		
Timeline		
<ul style="list-style-type: none"> Beginning and end date 		
Budget		
<ul style="list-style-type: none"> Limited to a defined budget Not funded with normal operating budget Funding is on a Project or Internal Order 		
How big of a project do you have?		
Answer the following questions to help determine the size, scope, and resources you may need for your project. The more questions that are answered "Yes," the larger your project.		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does this require funding outside of your operating budget?
<input type="checkbox"/>	<input type="checkbox"/>	Will it have phases?
<input type="checkbox"/>	<input type="checkbox"/>	Will it require a project kick off meeting?
<input type="checkbox"/>	<input type="checkbox"/>	Will it require a transition/cutover that will require a planned Go-Live (major milestone in a project timeline)?
<input type="checkbox"/>	<input type="checkbox"/>	Is a project team required?
<input type="checkbox"/>	<input type="checkbox"/>	Is a project manager required?
<input type="checkbox"/>	<input type="checkbox"/>	Does this require a steering committee to ensure success indicators for the project are tracked and completed?
<input type="checkbox"/>	<input type="checkbox"/>	Does this require an executive sponsor to champion the project?
<input type="checkbox"/>	<input type="checkbox"/>	Will this require external resources (i.e. consultant, professional services)?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a detailed project plan needed (i.e. tasks executed by assigned project team members within an established timeline)?
<input type="checkbox"/>	<input type="checkbox"/>	Are there interfaces or integration to other systems needed?
<input type="checkbox"/>	<input type="checkbox"/>	Will this impact multiple people or departments (i.e. significant change to business processes, functionality, and system features/screen layout)?
<input type="checkbox"/>	<input type="checkbox"/>	Will this require detailed project documentation (i.e. design, configuration, process flows, project plan/Gantt chart, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Will this require formal classroom training (i.e. training sessions for departmental end users taught by a trainer, training materials/work instructions, detailed training plan, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Will this require unit, integration, and user acceptance testing?