

## Project Stakeholder Analysis

Stakeholder	Needs, Wants, Concerns & Interest
1.	
2.	
3.	
4.	
5.	
6.	
7.	

# Project Scope Statement

(page 1)

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1. Project Title:

Date:

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2. Project Manager:

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3. Key Project Contact:

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4. Project Description: (who, what, when, where)

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5. Project Justification: (why)

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6. Project Requirements & Deliverables: (must haves, nice to have, must not have)

Must Have

Nice to Have

Must Not Have

# Project Scope Statement

(page 2)

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Project Title:

Date:

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7. Project Objectives: (measurable success criteria)

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8. Constraints: (restrictions of scope, time and resources)

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9. Assumptions: (considered truths)

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10. Issues and Concerns: (anything else)

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11. Written by:

Date:

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12. Approved by:

Date:

# Project Communication Plan

Who?	What?	When?	How?	Format?
1.				
2.				
3.				
4.				
5.				

## Change Request

Project Title:

Date of Request:

Project Manager:

Submitted by:

Key Project Contact:

1. Description of Change:

2. Reason for Change:

3. Impact of Change on Project: (timing, resources, budget & scope)

4. Impact on Project without Change:

5. Resolution of Request:

Date:

6. Change authorized by:

Date:

# Delegation Scope Statement

(page 1)

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1. Project Title:

Date:

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2. Project Manager:

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3. Key Project Contact:

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4. Assignment Description: (who, what, when, where)

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5. Justification: (why)

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6. Deliverables: (what)

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7. Objectives: (measurable success criteria)

**Project Scope Statement**  
(page 2)

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Project Title:

Date:

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8. Constraints: (restrictions)

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9. Assumptions: (considered truths)

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10. Issues and Concerns: (anything else)

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11. Communication Plan:   Who       What       When       How       Response

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12. Written by:

Date:

Approved by:

Date:

## Meeting Planner

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Date:

Time:

Location:

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Leader:

Timekeeper:

Secretary:

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1. Purpose:

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2. Outcomes:

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3. Agenda:

Who:

Time:

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4. Attendees:

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5. Preparation:

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6. Action Items:

Who:

When:

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7. Next Meeting:

Date:

Time:

Location:

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8. Action Items:



## **Project Closure Checklist**

1	All activities are completed.
2	All work orders are completed.
3	All contracts are completed.
4	All outstanding commitments resolved.
5	Client/customer has accepted the project.
6	All deliverables completed.
7	All payments to vendors and contractors have been made.
8	All costs charged to project.
9	All project accounts closed.
10	All remaining project funds returned.
11	All final reports have been distributed.
12	The project plans have been archived.
13	Lessons learned have been documented and discussed.
14	Lessons learned have been distributed and archived.
15	Project team has been recognized.
16	Project team has been reassigned.
17	Excess project materials, files, equipment has been dealt with.
18	
19	
20	

# Project Process Lessons Learned

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## 1. Clarifying Phase

Did we clearly define the scope of the project?

Did we use the best measurement for success?

Did we accurately estimate time and resources?

Were the deliverables attainable and relevant?

Were there assumptions that were overlooked?

Did we thoroughly interview key stakeholders?

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## 2. Planning Phase

Did we accurately identify the major pieces of the project?

Were our time lines realistic, given the information available at that date?

Was the work load fairly distributed?

Were the risks accurately identified, given our level of information?

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## 3. Executing & Controlling Phase

Were project tasks properly prioritized?

Was there sufficient time to accomplish project tasks?

Was our Change Management process effective?

Was our Communication Plan effective?

Were our Meetings effective?

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## 4. Closing Phase

Did we properly close out all aspects of the project?

## Project Documentation Checklist

<b>Project Title:</b>	<b>Project Manager:</b>	<b>Date:</b>
1. Project Scope Statement		
2. Work Breakdown Structures		
3. Risk Analysis		
4. Communication Plan		
5. Change Requests		
6. Status Updates		
7. Meeting Minutes		
8. Pertinent E-mails		
9. Closure Checklist		
10. Lessons Learned		