**Starting Up Checklist**

| Item | Completed |
| --- | --- |
| **Authorise Start-Up**  Project Mandate reviewed and understood?  Candidates for the Project Executive identified from the project stakeholders and the most appropriate person appointed? (May be done by the commissioning authority.)  Estimated time and effort required for the Project Executive role? Responsibilities established and documented?  Confirmed person’s availability, their acceptance of the role and their commitment to carry it out?  **Appoint Project Board** |  |
| Is the Project Executive the person accountable for the success or failure of the project? |  |
| Are all parties required to supply resources represented on the Project Board? This includes business, users and suppliers. |  |
| Do the Project Board members have the authority to make decisions and the responsibility for the success of the project within their organisation? |  |
| Do the Project Board members have the respect of the University so they can act as Champions of the project? |  |
| Estimated time and effort required for the Project Board members? Responsibilities established and documented? |  |
| Confirmed person’s availability, their acceptance of the role and their commitment to carry it out? |  |
| Regular Project Board meetings scheduled? (Monthly recommended.) |  |
| **Appoint Project Manager** |  |
| Estimated time and effort required for the Project Manager role? Responsibilities established and documented? |  |
| Candidates identified and most appropriate person appointed? |  |
| Confirmed person’s availability, their acceptance of the role and their commitment to carry it out? |  |
| Created a Daily Log as a repository of project information not captured elsewhere? |  |
| **Create Project Brief** |  |
| Evaluated possible delivery solutions and decided upon the best approach? |  |
| Completed the Project Brief? |  |
| Recorded any issues or risks in the Daily Log? |  |
| Identified any time and cost constraints? |  |
| Produced a detailed plan for the Initiation & Planning phase of the project and a high-level plan for the rest of the project? |  |
| Requested approval from the Project Board to initiate the project? |  |
| **Capture Previous Lessons** |  |
| Created the Lessons Learned Log? |  |
| Reviewed related Lessons Learned Reports from similar previous projects to identify lessons that can be applied to this project? |  |
| Consulted with teams or individuals with previous experience on similar projects? |  |
| Recorded any lessons identified in the Lessons Learned Log? |  |

NOTE: To check the boxes on the side; right click the box and scroll down to “Properties”. Once clicked a window will pop-up, find “Default Value” and click the “Checked” option.