**Control Execution Checklist**

| Item | Completed |
| --- | --- |
| **Monitor Work** |  |
| Assessed the estimated time and effort to complete any unfinished work? |  |
| Reviewed the progress of quality assurance of the product, including any problems identified with the product? |  |
| Updated the issue register with any significant variances? |  |
| Updated the Project Plan with actuals to date/completion status? |  |
| Assured quality processes followed for completed product? |  |
| **Assign Work to be Done (to Team Member)** |  |
| Project approved to proceed to execution? |  |
| Has the Team Member been provided with:   * Progress reporting requirements * Quality measurements and approval procedure * Product handover procedure * Product description * Any specific techniques, procedures or processes to be used * Budgeted effort, cost, start and end dates, key milestones * Any constraints that may apply * Risk and issue resolution procedures |  |
| **Deal with Issues**  Are all issues entered into the risk and Issue Register as soon as they are identified?  As each issue is identified, is it being categorised, and the severity, priority and impact assessed?  Is the Project Manager dealing with issues informally where possible?  Is the Project Manager creating an Issue Report for the issues to be decided by the Project Board?  Are new risks entered into the Risk and Issue Register as soon as they are identified?  As each risk is identified, is the cause and effect being assessed?  Are stakeholders being informed of new risks as per the Communication Management Strategy?  **Take Corrective Action**  Has all relevant information about the risk or issue been collected? (e.g. Risk and Issue Register, Issue Report, Project Board advice)  Corrective action triggered via Assign Work to be Done?  Configuration Item records of affected products updated?  Issue Report updated with the status of the corrective action?  Risk and Issue Register updated with any changes resulting from the corrective action?  Project Plan updated?  **Report Status** |  |
| Reviewed forecast against actuals? |  |
| Checked for new or updated risks and issues? |  |
| Checked for any variations to resource availability, both forecast and actuals? |  |
| Identified any risks or issues to be escalated to the Project Board? |  |
| Identified any new lessons learned and added them to the Lessons Learned Log? |  |
| Reviewed the previous Status Report? |  |
| Distributed the Status Report as per the Communication Strategy? |  |

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.