**IT Project Documentation Checklist (Minor)**

**ITD-ITPMO-03**

Version : 02  
Revision: 04

Effective Date: 04/2018

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| **Name of Project** | **:** |
| **Project ID** | **:** |

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| --- | --- | --- | --- |
| No | Documentations | Needed | Verification |
|  | IT Project Request Form | **√** |  |
|  | Feasibility Study Report (FSR) with proper approval | **√** |  |
|  | Appointment letters for PM and team members | **√** |  |
|  | Approved Project Charter | **√** |  |
|  | Agenda and Minutes of Kick-off Meeting with Stakeholders | **√** |  |
|  | Project timeline (Gantt Chart) and WBS | **√** |  |
|  | Approved Project Management Plan | **√** |  |
|  | URS, FRS and system design documents | **√** |  |
|  | Evidence of communication with stakeholders | **√** |  |
|  | Project Status Reports | **OnTrack System** |  |
|  | Evidence of conducting UAT | **√** |  |
|  | Evidence of conducting training and preparation of user manual | **√** |  |
|  | Evidence of application system and database has been migrated to production environment |  |  |
|  | Approved Project Final/Closing Report | **√** |  |
|  | Register with IDEIA | **√** |  |
|  | Project Management Review Report (PMRR) | **√** |  |
|  | Project Implementation Review Report (PIRR) | **√** |  |

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| Project Closed on: |  |  |
| Verified by ITPMO:  Date: |  |  |