



## Project Initiation Transition Checklist

*Project Name:*  *Date:*

*Project Number:*  *Agency:*

*Modification Dates:*  *Prepared by:*

	Item	Status	Comments/Plan to Resolve
<b>1</b>	<b>Scope Management</b>		
1.1	Has the Project Feasibility been completed?		
1.2	Has the Project Feasibility been reviewed?		
1.3	Has a Project Concept Document been developed?		
1.4	Does the Concept Document answer “What is to be done?”		
1.5	Does the Concept Document answer “Why is it to be done?”		
1.6	Does the Concept Document answer “How will it be done?”		
1.7	Has the Project Concept Document been reviewed?		
1.8	Has a Project Charter been developed?		
<b>2</b>	<b>Resource Management</b>		
2.1	Has the Project Manager been assigned?		
2.2	Has the Project Manager’s authority been established?		

2.3	Has the Project Sponser been identified?		
2.4	Have Core Team Members been identified?		
2.5	Have Customer Contacts been identified?		
2.6	Have Roles & Responsibilities for all team members been established?		
<b>3</b>	<b>Schedule Development</b>		
3.1	Has the time and location of the Project Kick-off Meeting been scheduled?		
<b>4</b>	<b>Communications Management</b>		
4.1	Has Project Kick-off meeting presentation and agenda been prepared?		
4.2	Have any materials for distribution at the Project Kick-off meeting been prepared?		
4.3	Have all appropriate attendees been invited to the Project Kick-off meeting?		
4.4	Has a scribe been designated for the Project Kick-off meeting?		
4.5	Has a Project Kick-off meeting been conducted?		
4.6	Have notes and minutes from the Project Kick-off meeting been distributed?		
4.7	Has a project repository (project folder) been established?		
4.8	Has the repository been updated with all project correspondence?		