

One Page Plan for Project Basics

Stream	Questions, Success Criteria, Artifacts and Health Checks						Target
1 Ask Right Questions	Why is this project is being undertaken?	Does this project align with organisational goals?	Is there a clear business case for this project?	Who is funding the project and are there enough funds?	Is there a clear picture of the outcome of this project?	Have the success factors been identified?	All the right questions are asked at the beginning of the project
	The difference between “AS IS” state and “TO BE” state clear understood and documented?		Has the expected ‘change impact’ on people, processes and systems been identified and documented?				
2 Success Criteria	Project aligned to organisational goals	Success and acceptance criteria established	Project has effective management sponsorship	Project has stakeholder agreement on deliverables	Project has clear accountability, roles and responsibilities	Project is based on a realistic budget and schedule	All success criteria established, aligned and met
	Project delivered on time, budget & business case	Project achieved original goals and aims	All stakeholders understand change impact	Alignment on communications and metrics	Formal change management in place	Deal with high technical risks early	
3 Project Artifacts	Project Mandate	Project Brief	Project Initiation Document (PID)	Business Case	Project Schedule & Budget	Project Org. Chart	All project artifacts are produced “fit for purpose” & organisational requirements
	Resource Plan	RACI Matrix	Quality Plan	Communications Plan, RAID Log & Status Reports	Deliverables Summary	Project Store	
4 Health Checks	Consistent communications on key metrics to all stakeholders	Are stakeholder expectations being managed throughout the project?	Is there enough sponsorship and management support?	Is there a realistic schedule that includes all work, dependencies and resources?	All stakeholders bought into and accept the project schedule?	Is change control used for changes in scope, budget, performance and deliverables?	The project meets all health checks
	Is the business case being regularly reviewed to make sure it is still valid?	Is the project plan being executed as planned and communicated?	Are key technical risks being tackled early in the project?	Are risks being identified proactively with contingency plans being developed?	Are the right resources with the right skills at the right time being obtained?	Are issues being aggressively pursued?	