



CDC UNIFIED PROCESS CHECKLIST



PROJECT CHARTER

Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Project Charter** have been addressed.

Activities Checklist

This section provides a checklist related to the practice of **Project Charter**. The checklist can be used to assure that the project has completed the activities related to effective **Project Charter**.

Project Charter Checklist	
	Has the business need for the project been considered, analyzed, and documented in the Project Charter?
	Has a financial analysis been conducted on the project and details of that analysis included in the Project Charter?
	Has the public health and/or business impact for the project been considered, analyzed, and documented in the Project Charter?
	Have the project's objectives been agreed upon by all parties and documented in the Project Charter?
	Have the project's major deliverables been agreed upon by all parties and documented in the Project Charter?
	Have the project's timeline been agreed upon by all parties and documented in the Project Charter?
	Does the Project Charter contain high-level guidance as to how the project will be completed?
	Does the Project Charter contain clear statements as to what constitutes project success and/or failure?
	Have the project's funding sources been identified and approved, agreed upon by all parties and documented in the Project Charter?
	Have potential alternative solutions been considered and documented in the Project Charter?
	Have project assumptions and constraints been considered and documented in the Project Charter?
	Have potential project risks been identified and documented in the Project Charter?
	Have various project roles and responsibilities been identified and documented in the Project Charter?
	Does the Project Charter contain an outline of the organizations responsible for resources and decisions regarding the project?
	If the project is being performed under contract, has the contract been approved by both the sponsoring organization and the client?
	Does the Project Charter contain clear statements as to how project success will and will not be measured?
	Has an appropriate, authorized individual signed off on the completed Project Charter?
	Has a project manager been identified for the project?