



PROJECT **PERFECT**
Pty Ltd

Start Project – Readiness Assessment

Prepared By: Neville Turbit
Version 1.0
1 Feb 09

Table of Contents

| | |
|-----------------------|---|
| Document Origin | 2 |
| Change History | 2 |
| Purpose..... | 3 |
| Criteria..... | 3 |

Document Origin

| No. | Author | Department |
|-----|----------------|-----------------|
| 1 | Neville Turbit | Project Perfect |

Change History

| Version | Date | Changes |
|---------|----------|-----------------|
| 1.0 | 1 Feb 09 | Initial Version |
| | | |
| | | |
| | | |

Purpose

This document describes what should be in place before the project begins. All the criteria below should be met. If any items are still outstanding, the project should not begin.

Criteria

The following should all be complete

- Project Charter complete and approved
- Project Management Plan complete and approved
- Project Schedule complete and approved
- Resources assigned and ready to start
- All roles have been assigned and accepted
- Assigned resources are able to make decisions on behalf of the business
- Backfill for assigned resources is in place
- All team training is complete
- Support teams (data conversion, Process Engineering, etc.) ready to support the project
- Facilities in place for the team
- Security, log ins, system access is in place
- Kick off meeting scheduled
- There are no key differences between any key stakeholders
- A budget approved
- Tools to manage risks, issues, actions, changes are in place
- No significant issues which could effect the future of the project are outstanding