

PLANNING AN IMPORTANT TECHNOLOGY PROJECT?

Check ownership, scope, suppliers, risks and testing before delivery starts

DEFINE OUTCOME	ASSIGN OWNERSHIP	AGREE SCOPE	MAP DEPENDENCIES	CONTROL RISKS	PLAN TESTING	CUTOVER & DELIVER	CLOSE PROPERLY
IF NOBODY OWNS THE WHOLE PROJECT, THE PROJECT IS ALREADY AT RISK							
OUTCOME ☐ Define the business outcome ☐ Define what success looks like ☐ Define acceptance criteria				SUPPLIERS ☐ List every supplier ☐ Record responsibilities ☐ Record dependencies ☐ Confirm escalation routes			
OWNERSHIP ☐ Appoint an executive sponsor ☐ Appoint project leadership ☐ Define decision authority ☐ Assign business owners				RISK ☐ Create risk register ☐ Create issue log ☐ Create decision log ☐ Define escalation			
SCOPE ☐ Document included work ☐ Document exclusions ☐ Record assumptions ☐ Define change control				USERS ☐ Identify affected staff ☐ Plan communications ☐ Plan training ☐ Identify champions			
PLAN ☐ Define milestones ☐ Define dependencies ☐ Define resources ☐ Define budget ☐ Define decision dates				TESTING ☐ Define test criteria ☐ Select testers ☐ Plan remediation ☐ Define rollback			
CUTOVER ☐ Confirm responsibilities ☐ Confirm support ☐ Confirm communication ☐ Confirm business continuity				CLOSURE ☐ Complete acceptance ☐ Resolve outstanding issues ☐ Transfer documentation ☐ Confirm support ownership ☐ Remove temporary access ☐ Review benefits			
WARNING SIGNS Meetings with no decisions · Actions rolling forward · Suppliers blaming each other · Deadlines moving without replan · Testing compressed · Status							