

# SIGNIFICANT PROJECT MANAGEMENT EVALUATION CHECKLIST

Adapted from DA&M Handbook, Appendix A, Objective #7

PROJECT/INITIATIVE:

DATE:

## Initiation Phase

APPLICABLE?   ADDRESSED?   SPONSOR / OWNER   DOCUMENTATION

Description of the project's purpose, expected benefits, support for entity business objectives, and any legal and regulatory requirements.

Plans for addressing additional costs, resource needs, and alternate solutions.

Validation of initial impact analysis, including any baseline security concerns.

Documentation of the project proposal for all stakeholders in the supply chain.

## Development or Acquisition Phase

Documentation of design specifications.

Documentation of mitigation strategies for risks identified in the impact analysis.

Risk assessments, baseline controls design, and effectiveness of security controls.

Documentation of initial development testing, conversion, implementation, and training plans, including confirmation of the functionality and controls.

Documentation of additional design requirements and development changes.

Documentation of draft user, operator, and maintenance manuals.

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## Implementation and Assessment Phase

APPLICABLE?

ADDRESSED?

SPONSOR / OWNER

DOCUMENTATION

Documentation of design reviews and system tests, including any new specifications.

Documentation of deployment approach selected.

Training provided, including user and system support documentation.

Post-implementation review, including any configuration changes.

## Operations and Maintenance Phase

Documentation of performance and controls monitoring.

Documentation of configuration and change management controls and proposed changes.

ITAM inventory and associated risk assessments.

## Sunset and Disposal Phase

Plans and validation measures for accessible data retrieval from archives.

Documentation of off-boarding procedures, including for third-party providers.

Documentation of a post-disposal review, including processes and lessons learned.