



5 Project Manager's Interfaces and Tools Checklist

Table 1-2 identifies the interfaces and tools necessary for project managers to effectively research, status, identify potential problems and report on projects.

Check Item	Interface or Tool	Description
<input type="checkbox"/>	Setting Up New Projects	This is a set of instructions for setting up new projects that explains the purpose and mechanics of the tools provided for project managers use.
<input type="checkbox"/>	Project Reporting/Status	This is a repository by which project reports can be generated and organized for dissemination to the PMO. This feature will permit the project manager with the capability to generate ad hoc reports related to the schedules and budgets.
<input type="checkbox"/>	Project Checklist	The Project Checklist will provide the project manager a step-by-step process to ensure successful project execution.
<input type="checkbox"/>	Project Budgets	Project budgets should be developed in sufficient detail to track internal and external costs including purchases of hardware, software and services, and maintenance costs (if applicable).
<input type="checkbox"/>	Milestone Schedules	The Milestone Schedules (Project Plan) will contain the milestone, projected and actual start and end dates for each task, elapsed days, and can include predecessors and resources required. Generally a product such as Microsoft's Project will suffice.
<input type="checkbox"/>	Document Storage and Retrieval	This is a repository containing all PMO and project-related documentation from status reports to Excel spreadsheets, presentations, correspondence, and in general, any project-related documents. It is recommended that a custom or Commercial Off-The-Shelf (COTS) application be developed for this purpose as typical accessories, such as Windows Explorer, are not adequate for the task.
<input type="checkbox"/>	SDLC Documentation Status	The current status of all SDLC documentation must be displayed for all personnel to quickly assess the status of document completions, approvals and delinquencies. This effort includes deliverables and project-related documentation.
<input type="checkbox"/>	Financial System Interface	In order to review charges made against projects, an interface to the company's financial systems must be available for access.
<input type="checkbox"/>	Procurement System Interface	In order to review purchases made against projects, an interface to the procurement system must be available.
<input type="checkbox"/>	Quality Assurance	Provide a link to the quality assurance processes integral to the SDLC, including reporting and feedback from application testing, such as Testing Bug Reports and a Testing Bug List.
<input type="checkbox"/>	Project Architecture Diagrams	Project architecture diagrams will show data process flow and address the components of the project identifying executables, databases, files, user interfaces and reports.
<input type="checkbox"/>	Application Summary	The Global Application Summary provides high level details about each application including the business owner, purpose, major components, databases, IP addresses, etc.

Project Management Office Checklist Sdlc Forms

Cynthia Snyder, Frank Parth



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