

Project Initiation Checklist for Project Sponsors and Executives

Tasks	Status	Notes
Understanding the Big picture		
Enterprise/Business Architecture		
Mapping actionable projects		
Decide the Solution Options		
Strategic Roadmap		
Enterprise Analysis		
Business Case approval		
RFP/RFI		
Software/Integration Partner selection		
Appointment of the key project roles (Project Manager, Business Analysts)		
Determine the objective of the first project		
Determine the scope for the first project		
Determine success criteria for the first project		
Identify key stakeholders and their roles		
Setting up the project governance framework		