

ITD-ITPMO-02

Version: 02

Revision: 03

Effective Date:
04/2018

**Project Management Review Report**

**(PMRR)**

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| **PROJECT PROFILE** To be completed by the Reviewing Officer assigned by the IT Project Management Office |
| Project ID | :  |
| Project Title | :  |
| Project Classification | : □Minor □Medium □Major  |
| Project Cost/Budget | :  |
| Process/System Owner | :  |
| Project Sponsor | :  |
| Project Director | : |
| Project Manager (Functional) | :  |
| Project Manager (Technical) | :  |
| Functional Team Members | : |
| Technical Team Members | :  |
| Expected Start Date  | :  | Actual Start Date | : |
| Expected Completion Date | :  | Actual Completion Date | : |
| Name of Reviewing Officer | :  |

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| **PART 1:** **INITIATION PHASE REVIEW DETAILS**To be completed by the Reviewing Officer in consultation with the Project Manager |
| **Activities** | **Review Question** | **Supporting document** | **Compliance (Y/N/NA)** | **Actual Completion Date** | **Availability** | **ITPMO Initials** |
| 1. Official Request of Project
 | Was an official request for project completed? | IT Request Form |  |  |  |  |
| 1. Feasibility Study Report
 | Was the Feasibility Study completed and presented? | Feasibility Study Report (FSR) |  |  |  |  |
| 1. Technical Project Approval
 | Was the project approved? | Endorsement letter from UTICTEC and/or JPICT/ JTISA |  |  |  |  |
| 1. Project Charter
 | Was the Project Charter completed and approved? | Project Charter |  |  |  |  |
| 1. Project Kick-off Meeting
 | Was project kick off meeting with stakeholders conducted? | Minutes of kick-off meeting |  |  |  |  |
| \*Please put your initial at the availability columnName of Reviewing Officer:Official Stamp: |  |  |  |  |
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| **PART 1:** **INITIATION PHASE REVIEW DETAILS**To be completed by the Reviewing Officer in consultation with the Project Manager |
| **Activities** | **Review Question** | **Supporting document** | **Compliance (Y/N/NA)** | **Actual Completion Date** | **Availability** | **ITPMO Initials** |
| 1. Appointments Letters
 | Are the appointment letters available in the file? | Appointment Letters |  |  |  |  |
| 1. Project Management Plan
 | Was a Project Management Plan (PMP) completed and approved? | Project Management Plan |  |  |  |  |
| 1. Project Contract/ Agreement
 | Was the project contract / Agreement completed and approved? | Project Contract/ Agreement |  |  |  |  |
| 1. Non- Disclosure Agreement *\*Outsourced Project Only*
 | Was the NDA completed and approved? | Non-Disclosure Agreement |  |  |  |  |
| 1. Project timeline/ Work Breakdown Structure (WBS)
 | Was the project timeline (Gantt Chart) / WBS completed and approved? | Project Gantt Chart/ Project Timeline |  |  |  |  |
| \*Please put your initial at the availability columnName of Reviewing Officer:Official Stamp: |  |  |  |  |
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| **PART 3:** **EXECUTING PHASE REVIEW DETAILS** **(part (a) - (d) for outsourced projects only)**To be completed by the Reviewing Officer in consultation with the Project Manager |
| **Activities** | **Review Question** | **Supporting document** | **Compliance (Y/N/NA)** | **Actual Completion Date** | **Availability** | **ITPMO Initials** |
| 1. Request For Quotation (RFQ)
 | Was an official RFQ completed? | RFQ responses from vendors |  |  |  |  |
| 1. Evaluation of RFQ
 | Was the evaluation done and verified by the appointed members? | Evaluation Summary Report |  |  |  |  |
| 1. Vendor selection
 | Was vendor officially selected according to established procedures? | Decision of selection committee |  |  |  |  |
| 1. Approval for Procurement
 | Was project procurement approved? | Approved Project Proposal/ Letter of Award |  |  |  |  |
| 1. Functional Requirement Specifications (FRS)/ System Requirement Spec. (SRS)/ User Requirement Spec. (URS)
 | Was the FRS/SRS/ URS completed and approved? | Approved FRS/ SRS/ URS |  |  |  |  |
| 1. System Testing (Quality Assurance)
 | Was system testing conducted and verified? | Evidence of system testing conducted |  |  |  |  |
| 1. User Acceptance Test (UAT) / Final Acceptance Test (FAT)
 | Was UAT/ FAT conducted and verified by users? | Evidence of UAT / FAT conducted e.g. attendance |  |  |  |  |
| \*Please put your initial at the availability columnName of Reviewing Officer:Official Stamp: |  |  |  |  |
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| **PART 4:** **MONITORING & CONTROLLING PHASE REVIEW DETAILS**To be completed by the Reviewing Officer in consultation with the Project Manager |
| **Activities** | **Review Question** | **Supporting document** | **Compliance (Y/N/NA)** | **Actual Completion Date** | **Availability** | **ITPMO Initials** |
| 1. Project Management Plan Updates
 | Were updates to the PMP communicated to the stakeholders and approved? | Evidence of communication with stakeholders and approval of PMP updates |  |  |  |  |
| 1. Change Register Updates
 | Were changes made to the project scope, time and cost communicated to the stakeholders and approved? | Change Request Form (in ITPMO File) |  |  |  |  |
| 1. Project Progress Reports
 | Were there any Project Progress Reports submitted in OnTrack? | Reports generated using OnTrack |  |  |  |  |
| \*Please put your initial at the availability columnName of Reviewing Officer:Official Stamp: |  |  |  |  |
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| **PART 5:** **CLOSING PHASE REVIEW DETAILS**To be completed by the Reviewing Officer in consultation with the Project Manager |
| **Activities** | **Review Question** | **Supporting document** | **Compliance (Y/N/NA)** | **Actual Completion Date** | **Availability** | **ITPMO Initials** |
| 1. User Training &
 | Is the user training conducted and attended by relevant persons? | Training plan, schedule and attendance |  |  |  |  |
| 1. System Admin Training
 | Are the system administrators training conducted and attended by relevant persons? | Training plan, schedule and attendance |  |  |  |  |
| 1. User Manual / Operations Manual
 | Are the User Manual / Operations Manual available? | Evidence of User Manual / Operations Manual |  |  |  |  |
| 1. Project Closing Meeting
 | Was the project closing meeting conducted / project handed-over to technical and functional? | Attendances list/ Calendar Invitation |  |  |  |  |
| 1. Project Handover Report
 | Was the project / handover report approved?  | Project Handover Report |  |  |  |  |
| 1. Project Closing Report/
 | Was the project closing report/ approved?  | Project Closing Report  |  |  |  |  |
| \*Please put your initial at the availability columnName of Reviewing Officer:Official Stamp |