

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 column  Name 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 | |  | |  | |  |  |
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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 | |  | |  | |  |  |
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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 | |  | |  | |  |  |
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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 | |  | |  | |  |  |
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