Version: 02
Revision: 06
Effective Date: 03/2019

IT PROJECT DOCUMENTATION CHECKLIST

Information Technology Division (ITD)
International Islamic University Malaysia

Name of Project :
Project ID :

NO	DOCUMENTATIONS	AVAILABILITY (√/X/NA)	REMARKS
1.	IT Project Request Form	√	
2.	Approved Feasibility Study Report (FSR)	√	
3.	UTICTEC Endorsement Letter		
4.	JPICT Endorsement Letter		
5.	Appointment letters for PM and team members		
6.	Approved Project Charter		
7.	Evidence(s) that Kick Off Meeting has taken place		
8.	Financial related documents (e.g: RFQ, Evaluation summary, LOA/PO, etc)		
9.	Copy of Agreement/Contract		
10.	Approved Project Management Plan		
11.	URS/ FRS/ System design document(s)		
12.	Evidence(s) of communication with stakeholders		
13.	Evidence(s) of conducting UAT/FAT (Acceptance Form of UAT/Quality Testing)		
14.	Evidence(s) of conducting training		
15.	Evidence(s) of submission of user/technical manual		
16.	Project Closing Form		
17.	Approved Project Closing Report		

Project Closed on:

Verified by ITPMO:

Date: