**IT PROJECT DOCUMENTATION CHECKLIST**

Version: 02

Revision: 06

Effective Date: 03/2019

***Information Technology Division (ITD)***

**International Islamic University Malaysia**

|  |  |
| --- | --- |
| **Name of Project** | : |
| **Project ID** | **:** |

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

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| --- |
| Project Closed on: |
| Verified by ITPMO:  Date: |