

Agency Project Preparation Checklist

	QUESTION	Y/N/NA	COMMENT
1	Do we need Executive Sponsorship?		Director, Deputy-Director, etc.
2	Do we need to appoint a Committee to oversee the project?		Vested interest in project, can contribute different knowledge base, skill sets.
3	Stakeholders: Have they been identified and do they understand the need for the project?		Any group or individuals affected by the outcome of the project.
4	Process and Improvements: What will we be able to do better?		Streamline processes (more efficient), user-friendly.
5	What is the benefit/value of this project?		Needs to add value to Agency's goals and objectives.
6	Goals and objectives: Are these realistic, measurable, and attainable?		Can these be achieved & measured during the life cycle of the project?
7	What is it that my Agency needs (IT infrastructure, software, etc.)?		Hardware, software, resources, etc. to complete project.
8	Has any other Agency or State done this before?		Visit state websites & research like projects.
9	Are there existing resources that we can use?		In your own Agency, or can other Agencies lend knowledge &/or resources?
10	External Resources: Do we need outside help or are our current resources sufficient for this project?		Outside vendors? MSA, RFP?
11	What laws, statutes, policies, standards, guidelines or best practices apply to this project?		Federal &/or State Laws, Statutes, State IT Policies, etc.
12	What are the identified risks to this project?		Resources, scope not well defined, funding shortage, legacy systems, platforms not supported by the State, data migration and quality of that data, etc.
13	Will records management, retention, e-discovery, disaster recovery be included in this project?		Agency retention policies, industry best practices, State policies, etc.
14	Are there requirements for a database and ongoing maintenance?		Sequel, Oracle? Or is it a smaller Access database?
15	Would a Request for Information (RFI) be beneficial to this project?		Requirements, costs, project duration, etc.
16	When do we need this project to be completed and implemented by?		Agency's requirements for go live date.
17	What is our funding source, and what is the duration of the funding?		General, Federal, ARRA, other?
18	Will there be a need for additional funding for the life of the system or future expansion?		
19	What are the total project costs?		