# Project Collaboration Toolkit
## Phase 3 review checklist

| NO. | ACTIVITES | SCALE (5 MOST CONFIDENT) | | | | |
|---|---|---|---|---|---|---|
| 3.1.1 | **3.1 Collaborative Schedule and Cost Control Processes** <br> Has a single project control process been applied across the project, as agreed during project set-up? | 1 | 2 | 3 | 4 | 5 |
| 3.1.2 | Are stakeholder responsibilities for project controls clearly understood and accepted? | 1 | 2 | 3 | 4 | 5 |
| 3.1.3 | Has open / honest behaviour been demonstrated by stakeholders when contributing to project control and performance measurement? | 1 | 2 | 3 | 4 | 5 |
| 3.1.4 | Has duplication of project controls effort been avoided on the project? | 1 | 2 | 3 | 4 | 5 |
| 3.2.1 | **3.2 Stakeholder Risk and Reward – KPI Measurement** <br> Has duplication of project controls effort been avoided on the project? | 1 | 2 | 3 | 4 | 5 |
| 3.2.2 | Are KPIs clearly visible to all project stakeholders on project dashboards? | 1 | 2 | 3 | 4 | 5 |
| 3.3.1 | **3.3 'Single Team' Quality Monitoring and Assurance** <br> Has a 'single team' approach to project governance and quality assurance been applied to the project? | 1 | 2 | 3 | 4 | 5 |
| 3.3.2 | Are stakeholder responsibilities for assurance in accordance with the established process understood and agreed? | 1 | 2 | 3 | 4 | 5 |
| 3.3.3 | Has unnecessary duplication of effort in the application of assurance processes been avoided? | 1 | 2 | 3 | 4 | 5 |
| 3.4.1 | **3.4 'Single Team' Safety Health and Environmental Management** <br> Has unnecessary duplication of effort in the application of assurance processes been avoided? | 1 | 2 | 3 | 4 | 5 |

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|---|---|---|---|---|---|---|
| 3.4.2 | Are stakeholder responsibilities for project HSE active leadership, monitoring and performance clearly understood and agreed? | 1 | 2 | 3 | 4 | 5 |
| 3.4.3 | Has unnecessary duplication of processes in the leadership and management of project HSE performance been avoided and energy focussed on a single approach? | 1 | 2 | 3 | 4 | 5 |