Project Collaboration Toolkit
Phase 2 review checklist

NO.	ACTIVITES	SCALE (5 MOST CONFIDENT)				
2.1.1	**2.1 Project Team Selection Process** Has a project team selection process been used that will support the collaborative project strategy?	1	2	3	4	5
2.1.2	Have organisational and individual values and behaviours been recognised as an important consideration in the selection process?	1	2	3	4	5
2.1.3	Is an integrated team working approach to be applied to the management of the project?	1	2	3	4	5
2.2.1	**2.2 Establish Common Project Delivery Objectives** Has a set of Project Delivery Objectives been developed from project goal statements agreed at the Stakeholder Management Conference?	1	2	3	4	5
2.2.2	Were all stakeholders able to participate and contribute to the development of Project Delivery Objectives?	1	2	3	4	5
2.2.3	Have workshops been held to ensure understanding and alignment of all project delivery stakeholders to the Project Delivery Objectives?	1	2	3	4	5
2.2.3	Will progress toward Project Delivery Objective achievement and the behaviours of stakeholders in support of achievement be assessed at Periodic Reviews?	1	2	3	4	5
2.3.1	**2.3 Create Collaborative Project Team Environment** Has a collaborative project team environment been established to support an integrated / 'single team philosophy for the management of the project?	1	2	3	4	5
2.3.2	Is the collaborative project team environment suited to the support of team members in different locations?	1	2	3	4	5

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2.3.3	Is the project team environment non-hierarchical such that project team members have equal status, irrespective of the organisations they represent?	1	2	3	4	5
2.4.1	**2.4 Document and Agree Project Scope** Has a Project Scope Book been developed?	1	2	3	4	5
2.4.2	Does the documented project scope of work adequately define included scope, specific scope exclusions, scope limits and boundaries and areas of remaining uncertainty?	1	2	3	4	5
2.4.3	Does the documented project scope of work clearly define the responsibilities for delivering all elements of the entire project scope?	1	2	3	4	5
2.4.4	Have workshops been conducted to ensure that the project management team and all project delivery stakeholders understand the project scope and their responsibilities for delivery?	1	2	3	4	5
2.5.1	**2.5 Scope Management and Change Management Protocol** Have workshops been conducted to ensure that the project management team and all project delivery stakeholders understand the project scope and their responsibilities for delivery?	1	2	3	4	5
2.5.2	Has the protocol been tested by running a number of project change scenarios?	1	2	3	4	5
2.6.1	**2.6 Processes for Managing Risk and Uncertainty** Has the protocol been tested by running a number of project change scenarios?	1	2	3	4	5
2.6.2	Has the distribution and sharing of risk between delivery stakeholders been thoroughly considered, discussed and agreed?	1	2	3	4	5
2.6.3	Are the opportunities and risks borne by each project delivery stakeholder fairly reflected in the contractual agreements for each party?	1	2	3	4	5

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2.7.1	**2.7 Engagement of Functional Stakeholders** Have functional stakeholders throughout project delivery stakeholder organisations been adequately engaged and involved in understanding the project and its objectives?	1	2	3	4	5
2.7.2	Are the range of functional stakeholders aligned to the achievement of Project Delivery Objectives?	1	2	3	4	5
2.8.1	**2.8 Agree Project Reporting Format** Have the range of project stakeholders been fully consulted regarding their project information needs and how these can be satisfied by project dashboards and reports?	1	2	3	4	5
2.8.2	Has a 'single team' structure, format and content for project dashboards and project reports been agreed?	1	2	3	4	5
2.8.3	Have responsibilities for data contribution and the production of dashboard and report content been agreed within the project management team?	1	2	3	4	5
2.9.1	**2.9 Agree Project Processes, Standards and Specifications** Have responsibilities for data contribution and the production of dashboard and report content been agreed within the project management team?	1	2	3	4	5
2.9.2	Can the framework of processes and procedures for the project be considered to be the minimum necessary to achieve safe and effective delivery of the project objectives?	1	2	3	4	5
2.9.3	Has a listing of project standards and specifications been established on the principles of functionality?	1	2	3	4	5
2.9.4	Does the listing of standards and specifications represent an acceptable basis for achieving project objectives without over-specification and attendant unnecessary cost?	1	2	3	4	5