

REFERENCE DOCUMENT

Project Health Check Plan (M141)

Why Perform a Project Health Check?

- Ensure Project success
- Ensure repeatable positive outcomes
- Capitalize on Project strengths
- Identify areas for improvement

What is reviewed?

- Initiation & Project Definition
- Effectiveness of Project Control, Reporting, Communication and Administration
- Project Team's preparedness
- Status of Vendor and Contract Management
- Risks, Issues, Scope Changes and the plans for resolution
- Project Schedule and Critical Schedule dependencies
- MAIS Management/Stakeholder Support
- Requirements, artifacts, test plans, release/rollout plans
- Other as requested by the Project's Management

What is the outcome?

- Criteria and standards used for evaluation
- Identification of Project Strengths
- Identification of Areas for Improvement
- Recommendations
- Lessons Learned
- Itemization of action items for Project Team Follow-up

Who are the players?

- Lead Auditor(outside of Project)
- Audit Team(outside of Project)
- Project Coordinator
- Project Administrator
- Project Team Leads
- MAIS Management

How often should we perform a Health Check?

- Dependent upon complexity and duration of the Project
- Complex Projects – multiple times

Document Change Control
Reference Document for Project Health Check Plan (M141)

Version Number	Date	Revision Author	Description
1.0	5/29/08	SS-KS	Approved for production.

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