



Project Initiation Checklist

Project Name: Equipment Rental Project

Project Manager: Darryl Murray

Project Sponsor: Pete Baschuk

Project Customer: Pete Baschuk

Facilitator: Darryl Murray

Review Date: Oct 13 2011

Background			
Background of the project:	Opening another office/rental shop in St.Catharines for industrial tools a lifts		
Objectives			
	Yes	No	Comments
Have project objectives been defined and are they clear?	<input type="checkbox"/>	<input type="checkbox"/>	To design and build an equipment rental building, warehouse, and mechanic bays. The building to be a pre eng steel building (Robertson) on concrete foundation
Organization			
	Yes	No	Comments
Has a project sponsor been identified?	<input type="checkbox"/>	<input type="checkbox"/>	The project sponsor will be the owner and operator Pete Baschuk
Has a project customer been identified who will sign-off the requirement and accept the delivery?	<input type="checkbox"/>	<input type="checkbox"/>	The owner operator Pete Baschuk
Has an issues escalation mechanism been identified?	<input type="checkbox"/>	<input type="checkbox"/>	It is a design/build project and any unforeseen issues will be handled as they arrive (soil sample issues, environmental, city), by owner
Has an ultimate authority been identified who can make final say on project continuation?	<input type="checkbox"/>	<input type="checkbox"/>	Ultimate and final say lies in the hands of the owner/general contractor

Confidential

Project Kick-off.docx

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Has Project Manager been identified?	<input type="checkbox"/>	<input type="checkbox"/>	Murray Design/Build
Has Business Analyst been identified?	<input type="checkbox"/>	<input type="checkbox"/>	P. Baschuk
Has Core Team been identified?	<input type="checkbox"/>	<input type="checkbox"/>	The main people involved are the owner/operator (Baschuk) and the General Contractor(Murray Design/Build) then the subs
Project Definition			
	Yes	No	Comments
Has a Business Case been developed and approve by the authority?	<input type="checkbox"/>	<input type="checkbox"/>	231 Ontario St. St.Catharines Ontario L2R 5Z5, Approved by the city of St.Catharines
Has the project been prioritized?	<input type="checkbox"/>	<input type="checkbox"/>	Minute meeting have been taken place at Murray Design/Build office 100 Westgate Pk. Dr. Grimsby Ont.
Have Business Requirements been completed and sign-off?	<input type="checkbox"/>	<input type="checkbox"/>	Job Site Office
Have Deliverables been defined clearly?	<input type="checkbox"/>	<input type="checkbox"/>	Deliverable schedule in job site office.
Has Acceptance Criteria been established for each Deliverable?	<input type="checkbox"/>	<input type="checkbox"/>	Job site office each sub takes cae of own deliveries
Has Project Management Methodology been identified?	<input type="checkbox"/>	<input type="checkbox"/>	Job Site Office
Risk			
	Yes	No	Comments
Has Risk been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	Job Site Office
Have Risk Mitigation Strategies been defined?	<input type="checkbox"/>	<input type="checkbox"/>	Job Site Office
Has a Contingency Reserve been established?	<input type="checkbox"/>	<input type="checkbox"/>	\$120 000
In-Scope			
	Yes	No	Comments
Have business functions been identified?	<input type="checkbox"/>	<input type="checkbox"/>	Excavation, foundation, erection and siding, interior and exterior finishing
Has Project interface been identified/documentated?	<input type="checkbox"/>	<input type="checkbox"/>	none
Have business processes impacted by the project been identified?	<input type="checkbox"/>	<input type="checkbox"/>	A schedule has been implemented
Constraint			
	Yes	No	Comments
Has the Project Budget been approved?	<input type="checkbox"/>	<input type="checkbox"/>	\$1 200 000 by owner
Has a Project Deadline (Completion Date)	<input type="checkbox"/>	<input type="checkbox"/>	10/20/2012

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been established?	<input type="checkbox"/>	<input type="checkbox"/>	
Have interdependencies between other projects been identified?	<input type="checkbox"/>	<input type="checkbox"/>	none
Project Estimates			
	Yes	No	Comments
Start Date	<input type="checkbox"/>	<input type="checkbox"/>	11/15/2011
End Date	<input type="checkbox"/>	<input type="checkbox"/>	10/20/2012
Efforts in hours	<input type="checkbox"/>	<input type="checkbox"/>	1600 working hours
Budget	<input type="checkbox"/>	<input type="checkbox"/>	1 200 000
# of Functionality	<input type="checkbox"/>	<input type="checkbox"/>	18
# of Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	7

General Observations

All items order and deliveries are confirmed and said to be on time

Actions

ID	Action Item	Assigned To	Due By
10	Obtain permits to begin project	general	11/15/2011
20	excavation	Concrete sub	11/20/2011
30	Forms and pouring of foundation	Concrete sub	11/22/2011
40	Back fill and prep for iron	Concrete sub	11/24/2011
50	Delivery of pre-eng building and erection begins	Erection sub	12/01/2011
60	Electrical and plumbing rough ins	Elec and plum subs	01/03/2012
70	Flat concrete work to begin	Concrete sub	01/07/2012

Comments

All subs have agreed to these dates weekends included with no charge for Saturday or Sunday for the first two months of the project

Approvals

Project Customer: _____ **Date:** ___/___/___

Project Sponsor: _____ **Date:** ___/___/___

Project Manager: _____ **Date:** ___/___/___

Project Manager: _____ **Date:** ___/___/___

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Facilitator: _____ **Date:** __/__/__
Attendee: _____ **Date:** __/__/__
Attendee: _____ **Date:** __/__/__
Attendee: _____ **Date:** __/__/__