



Certificate IV in Frontline Management Online

GCD151 – Major Project Checklist

Name: _____

Position: *CEG Resources Management Intern*

Project Title: _____

Part A – Project Portfolio

Description	Started	Completed	Date
1: Project Proposal	<input type="checkbox"/>	<input type="checkbox"/>	
2: Project Plan	<input type="checkbox"/>	<input type="checkbox"/>	
3: Stakeholder Needs Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
4: Work Breakdown Structure	<input type="checkbox"/>	<input type="checkbox"/>	
5: Gantt Chart	<input type="checkbox"/>	<input type="checkbox"/>	
6: Resources / Budget Schedule	<input type="checkbox"/>	<input type="checkbox"/>	
7: Risk Management Plan			
7.1 Risk Assessment Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Risk Register	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Identified Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 Risk Treatment Schedule	<input type="checkbox"/>	<input type="checkbox"/>	
7.5 Risk Action Plan	<input type="checkbox"/>	<input type="checkbox"/>	
7.6 SWOT Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
8: Quality Management	<input type="checkbox"/>	<input type="checkbox"/>	
9: Communications Management	<input type="checkbox"/>	<input type="checkbox"/>	

Description	Obtained	Completed	Date
10: Project Implementation Plan	<input type="checkbox"/>	<input type="checkbox"/>	
10.1 Progress Report / Status Form	<input type="checkbox"/>	<input type="checkbox"/>	
10.2 Exception Report Form	<input type="checkbox"/>	<input type="checkbox"/>	
10.3 Project Issues / Risk Log	<input type="checkbox"/>	<input type="checkbox"/>	
10.4 Variance Request Form	<input type="checkbox"/>	<input type="checkbox"/>	
11: Handover Management Report	<input type="checkbox"/>	<input type="checkbox"/>	
11.1 Handover Plan Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
12: Project Completion Report	<input type="checkbox"/>	<input type="checkbox"/>	

Part B Presentation

Description	Started	Completed	Date
13: Preparation of presentation materials	<input type="checkbox"/>	<input type="checkbox"/>	
14: Arrangements made for presenting project	<input type="checkbox"/>	<input type="checkbox"/>	
15: Finalised course document portfolio for assessment	<input type="checkbox"/>	<input type="checkbox"/>	
16: Resources and equipment required for presentation	<input type="checkbox"/>	<input type="checkbox"/>	
17: Delivered presentation of major project	<input type="checkbox"/>	<input type="checkbox"/>	
18: Handover of course portfolio for assessment	<input type="checkbox"/>	<input type="checkbox"/>	
19: Feedback and review of project received	<input type="checkbox"/>	<input type="checkbox"/>	
20: Assessment review completed and documents returned.	<input type="checkbox"/>	<input type="checkbox"/>	