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| THE UNIVERSITY OF TENNESSEE | *ut* |
| **Health Science Center** |
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**Stage Gate Review**

**Project Initiation Checklist**

Do not proceed to the next stage unless the answers to all questions below are known and all key outputs are completed.

1. **STAKEHOLDERS**

Who is requesting this project?

Who is the primary contact for the requesting organization?

Who are the primary and secondary customers/end users of this project’s output?

What ITS positions will be needed for this project?

What subject matter experts will be needed for this project?

What other entities will be affected by this project’s implementation and/or output?

1. **PURPOSE**

What is the requestor’s problem or need?

What are the specific results they want to get from the project?

How does the university/college/department benefit from this project strategically?

How will we know that this project is successful?

1. **BACKGROUND**

What is the requestor’s current solution to the problem/need?

What is the current business process? Is it documented?

1. **SOLUTION**

What types of solutions is the requestor considering/know of/open to?

Will this project encompass a comparison of multiple solutions, to lead to a final selection?

1. **FUNDING**

Who is paying for the project? Who makes funding decisions during the project?

Has funding been identified or secured for this project?

1. **KNOWN CONSTRAINTS AND ASSUMPTIONS**

What are the time constraints for the completion of this project?

Is this request the result of a government mandate or requirement set forth by UTHSC or UT System administration?

What assumptions are being made regarding this project?

What risks might be associated with this project?

1. **PROJECT MANAGEMENT**

Who will serve as the project manager for this project?

1. **KEY OUTPUTS**

Signed project charter (including scope inclusions and exclusions)

Completed stage gate review