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

**Project Execution and Monitoring/Control Checklist**

Do not proceed to the next stage unless the answer to all questions below is “Yes” and all key outputs are completed.

1. **PROJECT CONTROL**

[ ]  Have all major project changes been vetted, approved, and documented?

[ ]  Are the project logs (change, decision, issue, and risk) and other documents up-to-date?

[ ]  Are variances to scope, schedule, and cost tracked based on established metrics?

1. **DELIVERABLES**

[ ]  Has all contractual work been completed?

[ ]  Have all project deliverables been validated for completeness and correctness?

[ ] Have all project deliverables been formally accepted by the project sponsor?

1. **KEY OUTPUTS**

[ ]  Updated logs (change, decision, issue, and risk)

[ ]  Completed and correct deliverables

[ ]  Formal acceptance of completed, correct deliverables (can be done via email)

[ ]  Updated project documents