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| THE UNIVERSITY OF TENNESSEE | *ut* |
| **Health Science Center** |
| **Information Technology Services****PROJECT MANAGEMENT OFFICE**Lamar Alexander Building877 Madison Ave, Room 620AMemphis, TN 38163Tel: (901) 448-8040 Fax: (901) 448-8199 |

**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