**Outsourced Projects Checklist**

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| ProjectStart | | |
| # | ProjectDefinition | Comments |
| # | Is the project definition document in place? |  |
| # | Is the project scope defined? |  |
| # | Is each deliverable captured in the project plan |  |
| # | Are out-of-scope items flagged and acknowledged? |  |
| # | Are expectations agreed re: quality of deliverables? |  |
| # | Are project costs documented and agreed? |  |
| # | Are deadline dates agreed and confirmed? |  |
| # | Is documentation included in the deliverables? |  |
| # | Is training addressed in the deliverables? |  |
| # | Have stakeholders and outsourcers approved project definition? |  |
| # | Has the outsourcer created a project plan? |  |
| # | ProjectManagementProcedures | Comments |
| # | Has the outsourcer a procedure for issues, risk & scope? |  |
| # | Do you understand your role in responding to issues, scope, and risk? |  |
| # | Has the outsourcer a process for managing quality? |  |
| # | Has the level and frequency of communications been confirmed? |  |
| # | Does the vendor understand the resources required from you? |  |
| # | Are handover procedures agreed upon? |  |
| # | Are milestones agreed on progress reviews & validate project goals? |  |
| # | Contact | Comments |
| # | Does the contract identify deliverables, deadlines, payment schedule etc.? |  |
| # | Does the contract allow you to amend the agreement if required? |  |
| # | Does the contract highlight consequences for the outsourcer if it fails to deliver on deadline or quality expectations? |  |
| # | Is the interim payment schedule defined? |  |
| # | Does the contract include security and nondisclosure statements? |  |
| # | Does the contract include code ownership and property rights? |  |
| # | Has the Legal Dept approved the contract? |  |
| # | Have the Sponsor, Outsourcer, and other parties signed the contract? |  |