

Appendix M: *Project Rebaseline Checklist*

The following checklist is to be used by *Project Managers* when renegotiating a project. Refer to the appropriate section of the *Project Management (PM) Handbook* for *Project Planning/Rebaselining* details. The checklist can be created from the *Project Rebaseline Checklist* template and saving it as a separate document.

Done (✓)	Step	Project Rebaseline Request	Section: Page #
	1	Review <i>Project Change Request</i> checklist and analyze impact of <i>Change Request</i> .	4.5
	2	From <i>Clarity Open Workbench</i> : a. Update fixed, locked task and milestone end dates. b. Evaluate estimates. c. Review/modify 10% contingency, 20% PM and 5% Scope d. Review/modify dependencies. e. Review uniform loaded tasks. f. Autoschedule the project. g. Change Project Management phase task end dates. h. Troubleshoot and refine the schedule.	4.9
	3	Renegotiate assigned resources with the appropriate <i>Resource Manager(s)</i> .	2.23
	4	Run the <i>Resource Utilization</i> report. Resolve resources over committed by - 10 hours.	2.23
	5	Create <i>Project Change Request</i> form. Attach related documents to the <i>Change Request</i> .	4.5
	6	Review <i>Task Plan</i> and <i>Project Change Request</i> with <i>Supervisor</i> and the <i>Division Manager</i> .	4.13
	7	Obtain <i>Project Change Request</i> approval from the <i>Project Sponsor</i> .	4.10
	8	Submit the signed <i>Project Change Request</i> to the <i>Project Management Office (PMO)</i> for <i>Assurance & Compliance</i> review.	4.13
	9	Present to <i>IT Steering Committee</i> for approval.	4.13