Appendix N: *Project On Hold Checklist*

The following checklist is to be used by *Project Managers* when requesting a project to be placed on hold. Refer to *Section 4: Change Request Process, Project On Hold* for more information about the *Project On Hold* process. This checklist should be completed and attached to the project in *Clarity* prior to submitting the *Project Management Office*. The checklist can be created from the *Project On Hold Checklist* template and saving it as a separate document.

Done (✓)	*Step*	*Project On Hold Request*	*Section: Page #*
	1	Identify a project delay, review *Project On Hold Checklist* and analyze impact of the *Change Request*.	4.15, 4.5
	2	Create a *Project On Hold Request* form in *Clarity*.	4.16, 4.5
	3	Obtain *Project On Hold Request* approval from the Project Sponsor.	4.15, 4.9
	4	From *Clarity Open Workbench*: a. Evaluate remaining estimates. b. Review/modify dependencies. c. Autoschedule the project with a new planned future start date. d. Review uniform, fixed, locked tasks and modify end dates. e. Troubleshoot and refine the schedule.	4.15
	5	Review *Task Plan* and *Project On Hold Request* with *Supervisor* and the *Division Manager*.	4.15
	6	Attach completed *Project On Hold Checklist* to project.	4.15
	7	Notify the *Project Management Office (PMO)* to update the project *status* and change the *resource booking status* in *Clarity.*	4.15
	8	File the original signed documents with the project documentation in the *IT Administration Office*.	4.16