

Quality Activity Checklist



Project: National Currency Printing and Secure Banknote Production Facility (NCPBF)

Document: Quality Verification Checklist

Activity ID	Activity Name	Quality Checkpoint	Verified By	Status	Remarks
A1	Identify Project Sponsor	Sponsor authority confirmed and documented	PMO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A2	Conduct Project Initiation Workshop	Workshop conducted and minutes recorded	Project Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A3	Define Project Objectives	Objectives aligned with strategic goals	PMO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A4	Define High-Level Scope	Scope includes key deliverables and exclusions	PMO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A5	Identify Stakeholders	Stakeholder register prepared and validated	PMO	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A6	Define Governance Structure	Governance bodies and decision authority established	Governance Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A7	Draft Project Charter	Charter prepared with required project information	Project Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A8	Review Project Charter	Charter reviewed by stakeholders	Steering Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A9	Finalize Project Charter	Charter updated based on feedback	Project Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A10	Obtain Charter Approval	Charter signed and formally approved	Project Sponsor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A11	Establish PMO Governance Controls	Monitoring and reporting mechanisms implemented	PMO Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A12	Develop Project Management Plan	Integrated project management plan completed	Project Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A13	Develop Project Schedule	Project schedule developed and validated	Scheduling Engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A14	Identify Project Activities	Activities defined according to WBS	Planning Team	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A15	Sequence Project Activities	Logical activity sequence verified	Scheduling Engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A16	Estimate Activity Durations	Activity durations estimated and validated	Planning Team	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A17	Develop Cost Estimates	Cost estimates prepared and reviewed	Cost Engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A18	Develop Cost Baseline	Cost baseline approved	Finance Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A19	Identify Project Risks	Risks documented in risk register	Risk Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A20	Perform Risk Analysis	Risk analysis conducted and documented	Risk Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A21	Develop Risk Responses	Risk mitigation strategies defined	Risk Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A22	Establish Change Control Board	CCB structure established	Governance Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A23	Define Change Control Procedures	Change control procedures documented	PMO	<input type="checkbox"/> Yes <input type="checkbox"/> No	

A24	Implement Document Control System	Document repository implemented and operational	Document Control Officer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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