|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approval Authority: |  | Project Name: |  | Project Number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Project Requirements** | **Status** | **Comments** |
| 1 | * Determine whether the project is designated as a Simple Project or a Complex Project, as per Section 2.2 of EGP-20-01.
 | Y [ ]  | N/A [ ]  |  |
| 2 | * Determining the project governance arrangements, and which project phases can be combined (if any).
 | Y [ ]  | N/A [ ]  |  |
| 3 | * Appointing the members of the Steering Committee (if applicable).
 | Y [ ]  | N/A [ ]  |  |
| 4 | * Appointing the Project Manager for each project phase (where applicable).
 | Y [ ]  | N/A [ ]  |  |
| 5 | * Where applicable, ensuring that on commencement the Project Manager has reviewed Lessons Learnt reports from earlier projects to apply to the current project.
 | Y [ ]  | N/A [ ]  |  |
| 6 | * Approving each version of the Project Management Plan through the phases of the project, and approving the entry into each phase of the project.
 | Y [ ]  | N/A [ ]  |  |
| 7 | * Approving other plans (if not incorporated into the Project Management Plan) such as Project Roles and Responsibilities, Quality Management Plan, Commercial Management Plan, Safety Management Plan, Inspection and Test Plan, Risk Management Plan and Environmental Management Plan.
 | Y [ ]  | N/A [ ]  |  |
| 8 | * Define the requirements of Project Assurance and delegate responsibility for carrying out the assurance audits.
 | Y [ ]  | N/A [ ]  |  |
| 9 | * Understanding and reacting to the risks to the project and ARTC. This can include reporting of particular risks and controls to the Operational Safety and Environment Review Committee.
 | Y [ ]  | N/A [ ]  |  |
| 10 | * Ensuring appropriate regulatory approvals are in place.
 | Y [ ]  | N/A [ ]  |  |
| 11 | * Reviewing the outputs from each project phase, and authorising the commencement of the next phase (potentially expediting the project schedule by permitting low risk activities in a subsequent phase to be undertaken in parallel with an earlier project phase).
 | Y [ ]  | N/A [ ]  |  |
| 12 | * Approving changes and variations that are beyond the scope delegated to the Project Manager.
 | Y [ ]  | N/A [ ]  |  |
| 13 | * Approving changes in the project schedule which are outside the schedule latitude provided to the Project Manager.
 | Y [ ]  | N/A [ ]  |  |
| 14 | * Determining project reporting requirements, and reviewing such reports to monitor progress, exceptions and to challenge the Project Manager on issues.
 | Y [ ]  | N/A [ ]  |  |
| 15 | * Ensuring that all agreed and required project documentation is completed at the correct stage of project implementation.
 | Y [ ]  | N/A [ ]  |  |
| 16 | * Ensure that the Project Manager has complied with WHS requirements during each phase of the project.
 | Y [ ]  | N/A [ ]  |  |
| 17 | * Determining and resolving any conflicts or disputes on the project that cannot be resolved by the Project Manager.
 | Y [ ]  | N/A [ ]  |  |
| 18 | * If necessary assisting the Project Manager in negotiating with external bodies.
 | Y [ ]  | N/A [ ]  |  |
| 19 | * Ensuring that the Lessons Learnt Report is uploaded to the Project Lessons Learnt SharePoint site and readily available for future reference across ARTC.
 | Y [ ]  | N/A [ ]  |  |
| 20 | * Approving the transition of residual risks and controls from the project to the Corporate Risk Register.
 | Y [ ]  | N/A [ ]  |  |
| 21 | * Approving project closure following review of the evidence for closure from the Project Checklist supplied by the Project Manager.
 | Y [ ]  | N/A [ ]  |  |
| 22 | * Documenting decisions made to provide clarity and assist with the audit function.
 | Y [ ]  | N/A [ ]  |  |
| 23 | * Ensuring that the project business case outcomes are compared to the initial business case requirements
 | Y [ ]  | N/A [ ]  |  |

**Additional Comments:**

|  |  |
| --- | --- |
| **No:** | **Additional Clarifying Comments** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Close-out Signature:** |  | **Date:** |  |