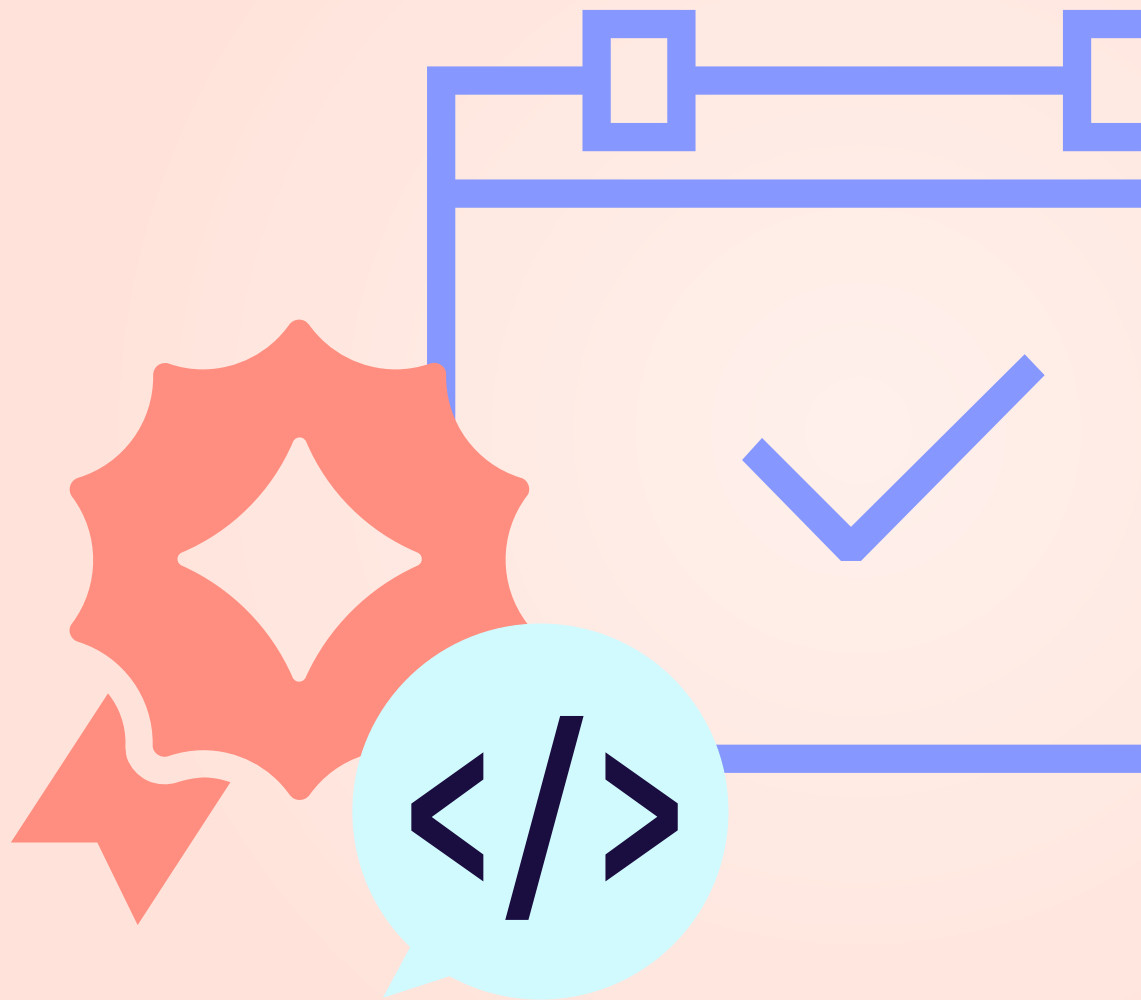




The Essential IT Project Specification Checklist



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The Essential IT Project Specification Checklist

Ensuring your IT project is delivered on time and within budget starts with a solid plan. As the adage goes, “failing to plan is planning to fail.” A common pitfall for many IT projects is the absence of a clear, comprehensive specification, leading to costly delays and misunderstandings.

This checklist is your tool for success. It outlines the process of defining your project’s goals, scope, and technical requirements. Investing time in meticulously outlining your project upfront pays off significantly, preventing delays and reducing frustrations. Consider this checklist your strategic partner, empowering you to transform your ambitious ideas into efficiently executed realities.

Project Overview and Goals

- The project’s overall purpose and objectives are clearly defined.
- The desired outcomes and benefits have been articulated (via specific measures where possible).
- Key stakeholders, their roles & responsibilities have been identified.

Scope of Work

- Specific tasks and deliverables have been detailed.
- What is included and what is out of scope, has been clarified.
- Clear parameters have been established to prevent scope creep.

Technical Requirements

- The technical environment (platforms, languages, frameworks) has been specified.
- Requirements such as hosting, security, hardware, software, and networking have been specified.
- Data formats, standards, and integrations with other systems have been defined.

Performance and Security Criteria

- Expected performance benchmarks (e.g., load times, response times) have been set.
- Security requirements and compliance standards (e.g., reCAPTCHA, GDPR, HIPAA) have been defined.

Design and Usability Guidelines

- Guidelines for user interface and user experience design have been provided.
- Branding elements, colour schemes, and layout preferences have been provided.

User and Functional Requirements

- The end users and their needs and experiences have been clearly defined.
- A concise list the functional requirements and expected features has been provided.
- Where applicable, user stories and or use cases have been included for clarity.

Quality Assurance and Testing

- Testing strategies (unit testing, integration testing, etc.) have been outlined and factored.
- Acceptance criteria and quality standards have been defined.

Budget and Resource Allocation

- A detailed project budget, including estimates for labour, materials, testing and security has been provided.
- Resource allocation (team members, time estimations, equipment, etc.) has been considered and outlined.

Timeline and Milestones

- A detailed project timeline with key milestones has been provided.
- Deadlines for each phase of the project has been included.

Change Management and Documentation

- The process for handling changes and revisions has been specified.
- A process for maintaining documentation throughout the project has been established.