**Directing a Project Checklist**

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|  |  | Approve the initiation stage plan and allow the project manager to proceed with project initiation. |

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|  |  | Review the *Project Initiation Document* and decide whether to authorize a project based on its viability. |

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|  |  | Review and approve each stage plan and provide guidance to the project manager. |

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|  |  | Set tolerances for each stage of the project and define exceptions. |

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|  |  | Monitor progress through regular reports; where necessary, respond to these reports and other changes in the project environment. |

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|  |  | Ensure continued business justification. |

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|  |  | Make any necessary decisions at critical points in the project lifecycle. |

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|  |  | Authorize project closure. |



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