

PROJECT No : _____							Percentage / Remarks	
Project Title : _____		Reference	PROMPT LIST	REQUIRED	EMS REQUIREMENT	COMPLETE / SCORE	SCORE out of 10 [Manual Assessment]	
1.0 - PROJECT / LOCATION - PROJECT CONTROL INITIATION		Total Possible Score =		110	Actual =	0	0%	
Identify Project Controls Reporting requirements in the Contract				Y	Y	Y		
Review General Project Controls Guidelines				Y	Y	Y		
Commercial & Administration of Contract (The Way)		C						
Level of Detail / WBS				Y	Y	Y		
Cost Breakdown Structure (CBS)				Y	Y	Y		
What types of Schedules are required?				Y	Y	Y		
Schedule & Cost reporting & Level of detail				Y	Y	Y		
Develop 90 Day schedule in conjunction with Project Team				Y	Y	Y		
What Progress Measurement is required?				Y	Y	Y		
List of Key Information references		C						
Input to Project Execution Plan (PEP), Project Controls Plan (PCP)				Y	Y	Y		
Develop & Issue the Project Controls Plan (Considering items above)				Y	Y	Y		
Procedures								
General		C						
Develop & Issue "Expectation Section" of Performance Appraisal				Y	Y	Y		
Infrastructure requirements		C						PCT = Project Controls Toolkit
Project Controls Systems		C						
2.0 PLANNING / SCHEDULE DEVELOPMENT		Total Possible Score =		110	Actual =	0	0%	
Overall & Initiation of schedule / plan				Y	Y	Y		
Establishment of the Baseline		C						
Schedule Development				Y	Y	Y		
Engineering & Design				Y	Y	Y		
Procurement & Fabrication				Y	Y	Y		
Contracts				Y	Y	Y		
Construction				Y	Y	Y		
Other - System Handover, Commissioning, Outage / Shutdown				Y	Y	Y		
Perform Schedule Risk Analysis				Y	Y	Y		
3.0 ESTIMATE / TIC BUDGET CREATION		Total Possible Score =		70	Actual =	0	0%	
Estimate Types				Y	Y	Y		
Select, Identify (Class 1) and Evaluate Phase (Class 2)				Y	Y	Y		
Define Phase (Class 3)				Y	Y	Y		
Execute Phase (Class 4)				Y	Y	Y		
Overall				Y	Y	Y		
Perform Cost Risk Analysis				Y	Y	Y		
Establishing Cost Control Base				Y	Y	Y		
4.0 TIC SETUP & COST REPORTING		Total Possible Score =		40	Actual =	0	0%	
System / Work Process Integration / Setup		C						PCT = Project Controls Toolkit
Project Task Force Coordination (Data flow for Project Controls signoffs of PO's & Contracts)				Y	Y	Y		
Monitor and update				Y	Y	Y		
Analyses, Forecasting & Trending / Contingency				Y	Y	Y		
Management of Invoice payments either for of Client Purchased Materials / Contracts or on WP Paper				Y	Y	Y		Procedure drives SPMI / GBS interface requirements but work
5.0 PROGRESS & PERFORMANCE MEASUREMENT		Total Possible Score =		50	Actual =	0	0%	
Engineering, Procurement Services				Y	Y	Y		
ADC / Deliverable Setup				Y	Y	Y		
Progress Update & Manhour Import				Y	Y	Y		
Procurement & Fabrication				Y	Y	Y		
Construction				Y	Y	Y		
6.0 ANALYSES FORECASTING & REPORTING		Total Possible Score =		40	Actual =	0	0%	
Setup & initiation				Y	Y	Y		
Weekly Progress Report template prepared & issued for comment.				Y	Y	Y		
Planning & Progress				Y	Y	Y		
Cost reporting				Y	Y	Y		
7.0 CHANGE MANAGEMENT		Total Possible Score =		30	Actual =	0	0%	
Change Management				Y	Y	Y		
PCR / PVN Procedure (include template)				Y	Y	Y		
Change Log (template) established				Y	Y	Y		
Are Technical queries that impact cost being correctly handled				Y	Y	Y		
Are KDCN's that impact cost being correctly handled				Y	Y	Y		

PROJECT CONTROLS CHECKLIST

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8.0 PCS & MPRD REPORTING		Total Possible Score =		30	Actual =		0	0%
Internal Cost Control / EMS WPMP Compliance Guidelines			Y	Y	Y			
Preparation of MPRD Major & Minor Projects			Y	Y	Y			
Preparation of Major / Minor PCS's (Procoms)			Y	Y	Y			
9.0 CLOSEOUT		Total Possible Score =		20	Actual Score =		0	0%
Project Control Closeout			Y	Y	Y			