



CHECKLIST

PROJECT ARCHIVES

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Was a Disposition Plan produced at the end of the O&M phase that documents roles and responsibilities for actions related to the close down and archive of the system?
	Did the Disposition Plan document which Business Product data should be archived?
	Has the Data Administrator identified the data and prepared for archiving the data?
	Is the Operations staff prepared to assist Technical Support, Security Managers, and Data Administrators with the actual archive process?
	Has the Security Manager verified that the data has been securely archived?
	Do the Project Archives now include all system data, software, and documentation designated for archiving in the Disposition Plan?