

PROJECT MANAGEMENT

CHECK LIST

The below deliveries are based on the internal governing documents of TGG and are in line with the International Standard on Quality Control (ISQC) 1, Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements (ISQC 1).

Project	
Client	
Date	

Delivery	RESPONSIBLE PERSON(S)	DATE	OK	REMARK
<p>A Before accepting a new client or a new client or a new project, TGG shall assess:</p> <ul style="list-style-type: none"> • ethical risks • conflicts of interest • financial risk • risks in relation to the client’s compliance with relevant professional, regulatory, and legal requirements and standards 				
<p>B The project manager, in cooperation with the TGG managing partner, shall assess whether to accept a client or project. Final client approval is dependent on approval by the TGG managing partner.</p>				
<p>C For every acceptance or re-acceptance of a client project, the TGG partners in unison shall assess whether TGG possesses the necessary staff competence and availability to take on the project.</p>				
<p>D The tender has been submitted in the right format and includes the needed sign-offs.</p>				
<p>E The project has been entered into the TGG project database with all information provided in the Project Overview document to be found in the</p>				

<p>folder The Governance Group AS - \The Governance Group AS - Documents\6. PLANNING\PROJECT OVERVIEW</p>			
<p>F PM makes project plan and reviews with partner. Project cycle checklist to be found in the folder: \The Governance Group AS - Documents\7. OFFICIAL DOCUMENTS\Corporate Governance TGG\Internal guidelines</p>			
<p>G The project folder (under PROJECTS in TGG sharepoint) contains all relevant documents (dated YYYY-MM-DD), with the compulsory folders:</p> <ul style="list-style-type: none"> • PM – Signed contract, approved project plan, tender documents • Client correspondence - Critical client correspondence regarding extensions, options or other financially relevant information to be stored in the PM folder (e-mail, phone logs) • Final deliveries – final deliveries in editable format (ppt, word) • Project work – other working documents 			
<p>H Prior to submitting substantial written deliveries to the client, the document has been subject to peer review by a TGG staff member who is not part of the project team. Feedback to be stored in the project folder.</p>			
<p>I Upon the final delivery to the client, the project manager will facilitate a project debrief. All team members will be asked to prepare at least two positive and negative lessons learnt take-aways concerning the project process. Frankness is highly appreciated – but must always be constructive. The project manager is responsible for procuring i.e. a tasty chocolate cake to be consumed during the debrief and to summarise the points discussed to enhance future project deliveries. These points are to be presented in the following weekly staff meeting.</p>			