

Appendix N: *Project On Hold Checklist*

The following checklist is to be used by *Project Managers* when requesting a project to be placed on hold. Refer to [Section 4: Change Request Process](#), *Project On Hold* for more information about the *Project On Hold* process. This checklist should be completed and attached to the project in *Clarity* prior to submitting the *Project Management Office*. The checklist can be created from the *Project On Hold Checklist* template and saving it as a separate document.

Done (✓)	Step	Project On Hold Request	Section: Page #
	1	Identify a project delay, review <i>Project On Hold Checklist</i> and analyze impact of the <i>Change Request</i> .	4.15, 4.5
	2	Create a <i>Project On Hold Request</i> form in <i>Clarity</i> .	4.16, 4.5
	3	Obtain <i>Project On Hold Request</i> approval from the Project Sponsor.	4.15, 4.9
	4	From <i>Clarity Open Workbench</i> : <ul style="list-style-type: none"> a. Evaluate remaining estimates. b. Review/modify dependencies. c. Autoschedule the project with a new planned future start date. d. Review uniform, fixed, locked tasks and modify end dates. e. Troubleshoot and refine the schedule. 	4.15
	5	Review <i>Task Plan</i> and <i>Project On Hold Request</i> with <i>Supervisor</i> and the <i>Division Manager</i> .	4.15
	6	Attach completed <i>Project On Hold Checklist</i> to project.	4.15
	7	Notify the <i>Project Management Office (PMO)</i> to update the project <i>status</i> and change the <i>resource booking status</i> in <i>Clarity</i> .	4.15
	8	File the original signed documents with the project documentation in the <i>IT Administration Office</i> .	4.16