

**Infrastructure Sub-Committee
RFP Review Checklist**

To be used by the El Segundo Technology Committee Infrastructure Sub-Committee to evaluate infrastructure-related project charters. Please answer all questions to the best of your knowledge. If you feel like you do not have the prior knowledge of the City's infrastructure, or the technical knowledge related to the specific project, to answer specific questions, please leave those questions blank.

Project Overview

_____ Does the project charter, accurately capture, to the best of my knowledge, the existing infrastructure in the City of El Segundo?

_____ Does the project charter accurately capture, to the best of my knowledge, the need for this replacement/new infrastructure?

Project Description

_____ Are there any missing objectives that should be stated, that fit with the City's technology plan/technology goals?

_____ Are there any needed capacities that this project is meant to address which are not accurately captured in this document?

___ Do the project milestones address all of the major steps in this process? Are there any which are missing?

___ Are there any benefits of the project which are not currently articulated?

___ Does the project charter reflect the objectives of the City's technology strategic plan?

___ Are the milestones and deliverables realistic?

Project Outcome and Objectives

___ Are there any objectives/outcomes that should be included which are not currently on the list?

Summary Budget

___ Is the budget realistic?

Project Constraints

____ Are any possible constraints missing from this list?

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