# Table 1.8 Pre\_FRAAP Meeting Checklist

| **ISSUE** | **REMARKS** |
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| **PRIOR TO THE MEETING** | |
| **1. Date of Pre-FRAAP Meeting**  *Record when and where the meeting is scheduled* |  |
| **2. Project Executive Sponsor or Owner**  *Identify the owner or sponsor who has executive responsibility for the project* |  |
| **3. Project Leader**  *Identify the individual who is the primary point of contact for the project or asset under review* |  |
| **4. Pre-FRAAP Meeting Objective**  *Identify what you hope to gain from the meeting – typically the seven deliverables will be discussed* |  |
| **5. Project Overview**  *Prepare a project overview for presentation to the pre-FRAAP members during the meeting* |  |
| Your understanding of the project scope |  |
| The FRAAP methodology |  |
| Milestones |  |
| Pre-screening methodology |  |
| **6. Assumptions**  *Identify assumptions used in developing the approach to performing the FRAAP project* |  |
| **7. Pre-screening Results**  *Record the results of the pre-screening process* |  |
| **DURING THE MEETING** | |
| **8. Business Strategy, Goals and Objectives**  *Identify what the owner’s objectives are and how they relate to larger company objectives* |  |
| **9. Project Scope**  *Define specifically the scope of the project and document it during the meeting so that all participating will know and agree* |  |
| * **Applications/Systems** |  |
| * **Business Processes** |  |
| * **Business Functions** |  |
| * **People and Organizations** |  |
| * **Locations/Facilities** |  |
| **10. Time Dependencies**  *Identify time limitations and considerations the client may have* |  |
| **11. Risks/Constraints**  *Identify risks and/or constraints that could affect the successful conclusion of the project* |  |
| **12. Budget**  Identify any open budget/funding issues |  |
| **13. FRAAP Participants**  *Identify by name and position the individuals whose participation in the FRAAP session is required* |  |
| **14. Administrative Requirements**  *Identify facility and/or equipment needs to perform the FRAAP session* |  |
| **15. Documentation**  *Identify what documentation is required to prepare for the FRAAP session (provide the client the FRAAP Document Checklist)* |  |