

Assumption Check Document

Project Name: _____

Date of Review: _____

Review Interval: Initial / Mid-Project / Final / Other: _____

Section 1: Key Assumptions

1.1 Scope Assumptions

- Are all deliverables and non-deliverables clearly defined?

Current Status: _____

Comments or Updates: _____

1.2 Resource Assumptions

- Are the required team members, tools, and resources still available as planned?

Current Status: _____

Comments or Updates: _____

1.3 Timeline Assumptions

- Are deadlines and milestones achievable given the current project status?

Current Status: _____

Comments or Updates: _____

1.4 Budget Assumptions

- Is the budget allocation still valid, or have there been unexpected changes?

Current Status: _____

Comments or Updates: _____

Section 2: Stakeholder Alignment

2.1 Stakeholder Expectations

- Are stakeholders aligned on priorities, deliverables, and timelines?

Current Status:

Comments or Updates:

2.2 Communication

- Are communication channels effective? Are updates reaching all relevant parties?

Current Status:

Comments or Updates:

Section 3: New Assumptions or Risks

- Have any new assumptions been made since the last review?

Details:

Impact:

- Have any risks emerged that could affect current assumptions?

Details:

Mitigation Plan:

Section 4: Action Items

Action Item	Owner	Deadline	Status
Example: Verify resource availability	[Team Member Name]	[Date]	[Pending/In Progress/Completed]

Section 5: Approval and Sign-Off

Reviewed by: _____

Date: _____

Stakeholder Sign-Off: _____

Note: This document should be updated and shared at each project review interval to ensure alignment and mitigate potential miscommunications.