

Project Management Checklist

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- Getting Started
 - Develop a business case for the project.
 - Make sure the project fits company agenda.
 - Determine potential benefits it will offer and to whom they will be offered.
 - Overview any key risks.
 - Identify all concerned in the project.
 - Consult a finance expert.
 - Get the business case approved by senior managers.
- Project Design
 - Determine a clear and precise statement of what a project is trying to achieve (purpose, scope, and objectives).
 - Send project definition statement to all concerned.
 - Define areas to be included in the project scope.
 - Define who should be in the project team.
 - Describe responsibilities of each person in the project.
 - Form a group of project managers and hold a meeting.
- Plan The Project
 - Make your project planning checklist.
 - List all the activities required.
 - Group tasks under different category headings.
 - Write down dependencies of all activities.
 - Estimate timeframe for each activity.
 - Identify activities that have to be completed by the due date.
 - Prioritize activities.
 - Make a communication plan and communicate it with all concerned.
 - Carry out a risk analysis.
 - Appoint a team member to manage each risk.
 - Filter your project for slipping tasks.
 - Determine how to monitor the project progress.
 - Make a milestone plan for the stages of the project.
 - Check the project by the milestone dates.

- Set a realistic deadline for the project.
- Monitor The Project
 - Agree monitoring process with senior managers.
 - Decide on what will be monitored in the project and how.
 - Keep records of the project.
 - Choose the type of control.
 - Agree monitoring and approving changes system with senior managers.
 - Have a formal approval from senior managers before action a change.
 - Appoint a person to be responsible for the project quality.
 - Review the project quality with the client.
 - Make sure someone can sanction changes in senior manager absence.
 - Set an agenda for project meetings to review progress.
 - Define action points against each item on the agenda.
 - Review the items on the critical path.
 - Report if the cost or time limit exceed.
 - Report progress at the end of each stage of the project.
 - Monitor issues that may be causing concern.