

# 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.