Project Management Checklist
By Campbell Rodriguez

- ☐ Getting Started
    - ☐ Develop a business case for the project.
    - ☐ Make sure the project fits company agenda.
    - ☐ Detemine 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 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.