Project Checklist

Created: 12/26/2011

# Tasks:

☐ **Resources**

☐ **Where are the resources for the project?**

☐ **What resources might we need?**

☐ **Whose input do we need?**

☐ **Whose input could we use?**

☐ **Has anything like this been done before?**

☐ **Administration**

☐ **Who's accountable for this project's success?**

☐ **What communication do we need?**

☐ **What methods of reporting are we using?**

☐ **What structures do we need?**

☐ **What re-grouping will we need? How often?**

☐ **What people do we need (hiring, subcontractors, consultants)?**

☐ **What skills are required?**

☐ **Who needs to know how to do what?**

☐ **What training do we need?**

☐ **Who needs to be informed as we go along?**

☐ **What policies/procedures affected?**

☐ **Finance**

☐ **What will this cost?**

☐ **What is the budget for the project?**

☐ **How do we get it?**

☐ **Who is the sponsor of the project?**

☐ **What might affect the cost?**

☐ **What are the potential payoffs ($)?**

☐ **Operations**

☐ **When does the project start?**

☐ **When is the planned finish date?**

☐ **What are the hard deadlines?**

☐ **What might affect timing?**

☐ **Who's going to do the work?**

☐ **How do we ensure complete delivery?**

☐ **Quality**

☐ **How will we monitor the progress?**

☐ **How will we know if we're on course?**

☐ **What data do we need and when?**

☐ **What reports do we need and when?**