

Project Checklist

By Jake R Brady

- 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?