

CHECKLIST

Project / Initiative Name Checklists As of DATE

The following checklist format provides guidance for tracking a complex project. The list are not all inclusive. The items listed are meant to prompt each team's thinking about specific items which must be undertaken, tracked, and completed. For each project, be as specific, or granular, as necessary for team understanding and trusting delegation.

PROJECT START-UP The following items will be completed as part of the project start-up phase.

Complete	Date Completed	Item	simple	complex
		Identify Sponsor	x	x
		Complete Project Charter		x
		Consider skill sets needed and resource availability	x	x
		Assemble team	x	
		Understand scope / review pre-materials (?)	x	
		Define work plan / understand deliverables	x	
		Define accountable metrics		x
		Gain commitment from team	x	x
		Define communication plan		x
		Identify administrative support		x
		Create a repository definition/communication	x	x
		Schedule ongoing meetings	x	x

ONGOING PROJECT MANAGEMENT The following items identify quality project management processes to be undertaken on an ongoing basis throughout the project's duration.

Responsible	Frequency		simple	complex
		Track progress against work plan WITH team; modify plan as appropriate	x	x
		Measure results against accountable metrics		x
		Review work products; deliverables	x	x
		Setup, manage, document meetings	x	x
		Manage action items	x	x
		Identify, discuss, resolve issues and risks	x	x
		Communicate with team	x	x
		Communication with executive sponsor / other critical stakeholders	x	x

PROJECT CLOSE-DOWN The following items will be completed as part of the close-down phase.

Responsible	Frequency		simple	complex
		Review work plan to ensure all important items are completed	x	x
		Archive work products in repository		x
		Communicate completion of project to stakeholders with record of measurable achievements	x	x
		Celebrate! Host an adjournment meeting to recognize accomplishments.	x	x
			x	x