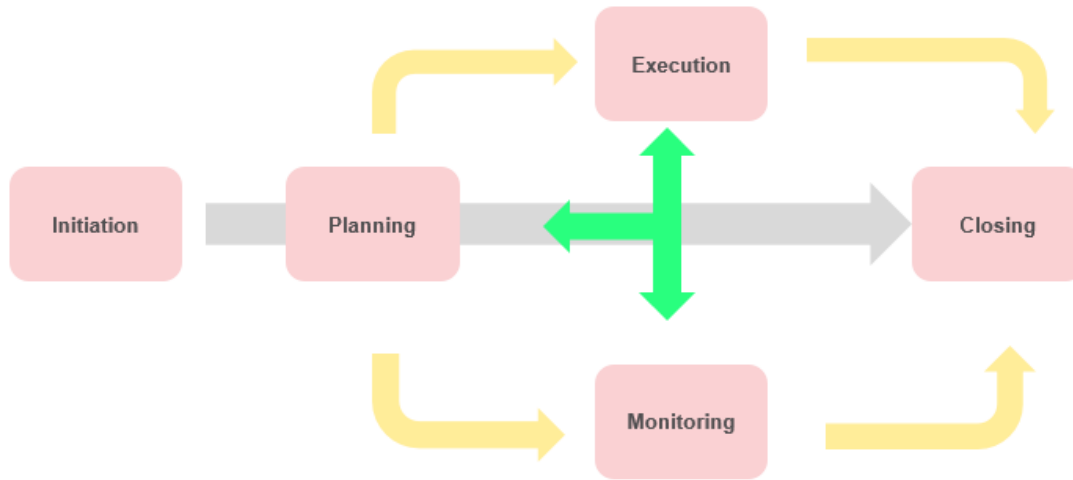


Project Management Checklist



Initiation:

Is it a project?

Operational Work	Project Work
<input type="checkbox"/> Ongoing	<input type="checkbox"/> Ends
<input type="checkbox"/> Regular or easily performed work	<input type="checkbox"/> Not-routine. Work that has not been performed
<input type="checkbox"/> Effort is easily known	<input type="checkbox"/> Effort is unknown and cannot be estimated with confidence
<input type="checkbox"/> Duration, cost and resources are known or easily determined	<input type="checkbox"/> Careful planning and estimating required

Project Charter:

Project Name
Sponsor (Name and Signature)
Business Need the Project Addresses
Project Priorities <ul style="list-style-type: none"> • Time • Cost • Quality
Scope Statement <ul style="list-style-type: none"> • Deliverables • Boundaries/ No Deliverables
Project Assumptions
Initial Project Risks
Cost Estimates
Schedule Estimates

List of Stakeholders
Success Criteria

A project stakeholder is a person that is actively involved in the project or whose interests may be affected by execution or completion of the project.

Identify and anticipate stakeholder influence

<input type="checkbox"/> Who are the key people who care about the work affected by the project?
<input type="checkbox"/> What do they know about the project already?
<input type="checkbox"/> Who knows about the project and can help me understand the situation?
<input type="checkbox"/> Who does not know about the project, but should?
<input type="checkbox"/> Who might oppose the project?
<input type="checkbox"/> What will they dislike about the project?
<input type="checkbox"/> Might any stakeholders have hidden or additional agendas?
<input type="checkbox"/> Should I consider any bias factors with the stakeholders?
<input type="checkbox"/> How can I best manage stakeholder expectations for the project?

Stakeholder	Interest(s) in the Project	Prioritization of impact: Interest vs Power. High Interest & High Power is highest priority. Low interest & low power is lowest priority	Initial strategies for obtaining support or minimizing opposition.

Planning

Stakeholder	Objective of communication	Type of communication	Frequency	Owner	Deliverable

Break down the project into tasks and organize the task. Each task should have a deliverable. Deliverable and activities should be measurable and auditable.

Estimation:

- Effort – actual number of labor units
- Resources – people, equipment, etc.
- Duration – total amount of elapsed time.

Expected duration:

(Optimistic estimate + Most Likely Estimate * 4 + Pessimistic Estimate) / 6

See which activates can be run in parallel (like Network diagram)

Monitoring

Where are we? Where did we plan to be? How do we get back on track?

Effective communication: Star

- Situation: what is the situation?
- Task: what was your specific task?
- Action: what action(s) did you take?
- Results: what were the results?
- Recommendations: what is your recommendation?

Closing project

- Confirm that requirements have been met
- Get project sign-off and final acceptance from customer
- Make final payments
- Gather and summarize lessons learned
- Recognize outstanding achievement
- Create and distribute final report of project performance:
 - Project purpose
 - Project goals
 - Project metrics performance
 - Purpose and goal performance
 - Schedule performance
 - Budget performance
 - Quality performance
 - Metrics performance recommendations
 - Project closure checklist
 - Appendices
- Index and archive project records
- Hand off project deliverables
- Celebrate!