Checklist

for a Successful Project

1. Project Initiation

- [ ] **Define project objectives**

  Define clear, measurable and attainable objectives.

- [ ] **Create a project brief**

  Formulation of a formal project brief that clarifies the “why”, “what”, “who”, “how” and “when”.

- [ ] **Identify stakeholders**

  Define all relevant interest groups (internal and external).

- [ ] **Carry out a feasibility study**

  Examine technical, economic and legal aspects.

- [ ] **Define project sponsor**

  Determine the decision-maker in charge.

- [ ] **Compile a project team**

  Assign roles and persons responsible.

2. Project Planning

- [ ] **Define the project scope**

  Clear definition of the project content and requirements.

- [ ] **Create work breakdown structure**

  Divide the project into work packages.

- [ ] **Divide project objectives into milestones**

  Define important stages and intermediate objectives.

- [ ] **Resource planning**

  Identify and plan personnel, materials, finances and other resources.

- [ ] **Create a schedule**

  Gantt chart or project plan with deadlines and dependencies.

- [ ] **Set out the project budget**

  Include a financial plan and a buffer for unforeseen events.

- [ ] **Risk management**

  Identify and evaluate risks and develop measures to minimize them.

- [ ] **Communication plan**

  Define rules for meetings, reports and feedback loops.

- [ ] **Quality management**

  Determine quality requirements and control mechanisms.

- [ ] **Define the change management process**

  Establish procedures for change requests and reviews.

3. Resource Management

- [ ] **Resource assignment**

  Determine available capacities and distribute them optimally.

- [ ] **Involve external service providers and partners**

  Plan contract management and coordination.

- [ ] **Schedule training and further education**

  Ensure the necessary qualifications in the team.

4. Project Tools and Technologies

- [ ] **Choose a project management software**

  Software facilitates the planning, monitoring and management of tasks and resources and ensures that everyone involved is on the same page.

- [ ] **Tools for communication and collaboration**

  Efficient communication and collaboration tools support teamwork and promote tran sparency during the course of the project.

- [ ] **Ensure document management**

  Provide standardizesd storage and access.

5. Project Implementation

- [ ] **Hold a kick-off meeting**

  Inform everyone involves about the project goals and the plan.

- [ ] **Ensure regular communication**

  Schedule weekly or monthly meetings.

- [ ] **Promoting team development**

  Focus on cooperation, motivation and conflict resoltion.

- [ ] **Continuously monitor and manage risks**

  Take proactive measures if necessary.

- [ ] **Documenting results and progress**

  Ongoing updating of the project documentation.

6. Project Monitoring and Control

- [ ] **Plan status reports**

  Define regular updates and milestone reports.

- [ ] **Measure project progress**

  Carry out planned-actual comparisons.

- [ ] **Budget control**

  Monitor cost trends and make adjustments.

- [ ] **Monitor risk management**

  Update the risk analysis on a regular basis.

7. Project Conclusion

- [ ] **Project acceptance by the consumer**

  Ensure that the results meet the requirements.

- [ ] **Handover of the project results**

  Documents, instructions, training courses, etc.

- [ ] **Hold a project conclusion meeting**

  Discuss lessons learned and achievements.

- [ ] **Celebrations and appreciation for the team**

  Conclude the project with a positive experience.

8. Post-Project Phase

- [ ] **Plan support**

  Ensure continuous support for the customer.

- [ ] **Performance review**

  Check project objectives in retrospective and make adjustments if necessary.

- [ ] **Obtain feedback**

  Survey stakeholders and customers on experiences and potential for improvement.

- [ ] **Document best practices**

  Record findings for future projects.

More tips for a successful project

Resource Management

What are time-consuming factors in project management and how does efficient resource management allow you to save time? We illustrate this and more with the help of specific use cases.

To the whitepaper

Strategic Cost Planning

Strategic cost planning protects projects from budget overruns. Read our whitepaper and learn how to keep an eye on your project resources.

To the whitepaper

Multi-Project Management

Managing multiple projects simultaneously comes with many risks, but also brings opportunities. Learn more about how multi-project management and how you can keep an eye on all of them.

To the whitepaper

13 common mistakes in project management and how to avoid them

In this whitepaper, we shed some light on the most common mistakes in project management and point out practical solutions. The goal is to transmit knowledge that helps you to lead your company's projects to success.

To the whitepaper

Project management software as the perfect project support

Get project management software that can do it all: from strategic portfolio to task planning.

PLANTA Project for traditional, agile and hybrid project management

PLANTA Projektmanagement-Systeme GmbH
Bunsenstraße 14 · 76135 Karlsruhe
+49 721 8281111 · kontakt@planta.de
www.planta.de

Make a non-binding appointment.