

Project Planning

Checklist

1. Project Initiation

- ☐ Clarify objectives, project scope and feasibility
- ☐ Identify stakeholders
- ☐ Define project sponsor and a project team

2. Project Planning

- ☐ Define the project scope, work breakdown structure and milestones
- ☐ Establish schedule, resources and budget
- ☐ Risk management, communication plan and quality management
- ☐ Define the change management process

3. Resource Management

- ☐ Resource assignment
- ☐ Involve external service providers and partners
- ☐ Schedule training and further education

4. Project Tools and Technologies

- ☐ Implement PM and collaboration tools
- ☐ Ensure document management

5. Project Implementation

- ☐ Hold a kick-off meeting
- ☐ Continuously monitor and manage risks, ensure regular communication and team development
- ☐ Documenting results and progress

Project Monitoring and Control

Checklist

6. Project Monitoring and Control

- ☐ Plan status reports
- ☐ Monitor progress, budget & quality
- ☐ Monitor risk management

7. Project Conclusion

- ☐ Project acceptance by the consume and handover of the project resultsr
- ☐ Hold a project conclusion meeting and appreciation for the team

8. Post-Project Phase

- ☐ Plan customer support
- ☐ Success monitoring, obtain feedback and document best practices

Any questions?

We will be happy to provide further advice:

[Contact us](#)