PROJECT MANAGEMENT
Checklist
Version 1.8

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Project Management Checklist

Task Groups / Tasks	Deliverables
1.0 Project Initiation	
1.1 Setup project repository	
1.2 Review available project information	
1.3 Interview project owner(s)	
1.4 Create project charter	PROJECT CHARTER
1.4.1 Document Project Overview	- Project Overview
1.4.2 Document business reasons for project	- Project Goals and Objectives
1.4.3 Identify potential external project impacts	-Impact Statement
1.4.4 List project limitations and givens	- Constraints And Assumptions
1.4.5 Define domain of study, domain of effort and deliverables	- Project Scope
1.4.6 Identify valuable intellectual assets	- Affected Knowledge Assets
1.4.7 Recap financial implications	- Financial Summary
1.4.8 Explain general project strategy	- Project Approach

1.4.9 Identify total project structure	- Project Organization
	  - Project Owner
	  - Project Manager
	  - Project Team

1.5 Create base project plan	PROJECT PLAN (Base)
1.5.1 Define the general project strategy	-Project Strategy
1.5.2 Identify project review locations	- Checkpoints with target deliverables
1.5.3 Record project Stages	- Work Breakdown Structure (WBS)
1.5.4 Calculate early estimates	- Preliminary Stage estimates
1.5.5 Organize stages	- Bar chart
1.5.6 Define initial staffing	- Staff Plan
1.5.7 Calculate initial project schedule	- Project Schedule

Task Groups / Tasks	Deliverables
1.5.8 Define deliverable completion and quality criteria	-Quality Plan
1.5.9 Define planned expenditures	-Financial Plan
1.5.10 Determine risk potential and response	-Risk Mitigation Plan
1.5.11 Anticipate the information needs of the Project Organization	-Communications Plan
1.6 Review Project Charter and Plan with owner(s)	Owner approval
2.0 Project Execution	
2.1 Plan Project Stage	
2.1.1 Decompose to Work Units	Detailed Stage WBS
2.1.2 Estimate Work Units	Work Unit estimates
2.1.3 Organize Work Units	Network model
2.1.4 Deploy resources	
2.1.5 Calculate firm schedule	
2.1.6 Model detailed plan	Bar chart with resource assignments and firm dates
2.2 Control Project Stage	
2.2.1 Confirm deliverable completion and quality	Walkthrough report
2.2.2 Track resource usage	Resource Usage Reports
2.2.3 Report project status	Status Reports
2.2.4 Manage change	Change Requests
2.3 Assess project stage	
2.3.1 Assess stage	Stage Assessment Report
2.3.1.1 Review Work Progress	
2.3.1.2 Validate Staff Performance	
2.3.1.3 Recap Issues	
2.3.1.4 Review work progress	
2.3.1.5 Validate staff performance	
2.3.1.6 Recap Issues	Project Issues Report

Task Groups / Tasks	Deliverables
3.0 Project Completion	
3.1 Review project deliverables	Product test results Project Objectives certification Requirements mapping
3.2 Review Project Charter and Project Plan	Project Charter template updates Generic plans (Standard Task Lists)
3.3 Evaluate Project Approach	Methodology updates
3.4 Evaluate Project Organization	Project Organization model updates

Last update 1/04

The task groups, tasks and deliverables referenced here are compatible with the following Tryon and Associates seminars:
Managing Single-Time Efforts
Project Management Fundamentals