

# Project Checklist

By Jake R Brady

- Resources
  - Where are the resources for the project?
  - What resources might we need?
  - Whose input do we need?
  - Whose input could we use?
  - Has anything like this been done before?
- Administration
  - Who's accountable for this project's success?
  - What communication do we need?
  - What methods of reporting are we using?
  - What structures do we need?
  - What re-grouping will we need? How often?
  - What people do we need (hiring, subcontractors, consultants)?
  - What skills are required?
  - Who needs to know how to do what?
  - What training do we need?
  - Who needs to be informed as we go along?
  - What policies/procedures affected?
- Finance
  - What will this cost?
  - What is the budget for the project?
  - How do we get it?
  - Who is the sponsor of the project?
  - What might affect the cost?
  - What are the potential payoffs (\$)?
- Operations
  - When does the project start?
  - When is the planned finish date?
  - What are the hard deadlines?
  - What might affect timing?
  - Who's going to do the work?

- How do we ensure complete delivery?
- Quality
  - How will we monitor the progress?
  - How will we know if we're on course?
  - What data do we need and when?
  - What reports do we need and when?