

Project Management Checklist

Project failures, especially ones that involve technology and organisational change, are all too common. There are many reasons for these failures, most of which can easily be overcome through proper project management techniques. Use the checklist below when running your projects to ensure you have covered all areas:

Project Management Areas	Completed?
Does your project have a viable approved business case for proceeding?	
Does your project have executive sponsorship in the form of a Steering Committee?	
Has your project completed a detailed stakeholder analysis process to ensure the right people are involved?	
Has the acceptance criteria been documented and agreed to with the key customer stakeholder?	
Does the project have a formal document covering the objectives, scope, constraints, assumptions, risks, and business case and change control?	
Has a specific project organisation structure been defined where all members know what their roles are?	
Are you regularly reviewing your project business case to ensure that the project is still viable?	
Is there a formal risk management plan covering approach, plan and execution?	
Are risks being tracked in a Risk Log? Do they have owners, preventative actions, contingency plans and responses? Is the log updated and reviewed regularly?	
Does the project have a complete project plan covering activity definition, sequencing, resource and duration estimates?	
Does the project have detailed phase, stage or period plans in place, at a level where the project manager can control activities on a day-to-day basis?	
Is there a formal change control process to ensure scope, time, cost and quality are controlled?	
Has a project communication plan been developed to ensure stakeholders are kept up-to-date on project progress?	
Has a formal quality assurance plan been developed so that project deliverables can be measured for "fitness of purpose" before being accepted?	
Does the project have a formal issue-tracking process? Are the issues being actioned and closed?	
Does the project have a plan to transition the outcome to ongoing operations management and conduct a project review for benefit realisation?	