Project Planning Checklist

What Should I Do?

Follow these steps to ensure you're following project planning best practices.

Form the Project Initiative

- ☐ Ask "What issue are we trying to solve/opportunity are we trying to achieve?"
- ☐ Set baselines for scope, budget and timeline and plan for variances
- ☐ Identify stakeholders and establish stakeholder management plans

Create the Work Breakdown Structure

- ☐ Outline activities and tasks required to complete each deliverable
- ☐ Estimate time required to complete each task
- ☐ Determine critical path

Schedule Resources

- ☐ Identify key resources
- ☐ Consider resource constraints
- ☐ Decide whether to outsource certain tasks/project phases

Develop the Risk Management Plan

- ☐ Identify known risks and their potential impact on the project
- ☐ Perform risk analysis (qualitative and quantitative)
- ☐ Plan risk responses, i.e., contingency plans

Choose a Communication/Collaboration Platform

- ☐ Look for critical capabilities
- ☐ Vet products, get feedback
- ☐ Pick a solution