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