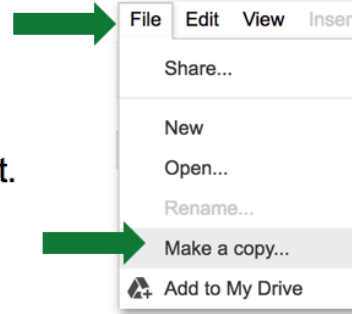


## How to use this template:

This is a view-only file and cannot be edited.

**Create your own copy** of this template to edit.

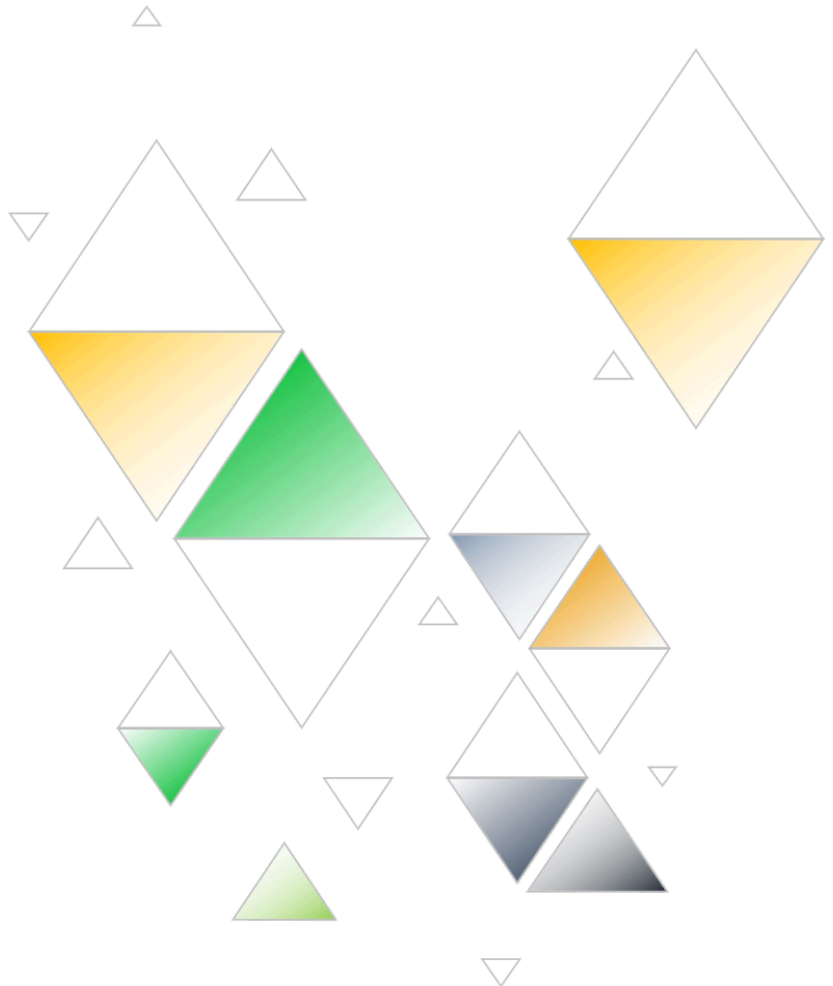
In the menu, click **File > Make a copy...**



Try Smartsheet for FREE

# PROJECT EXECUTION CHECKLIST

Checklist begins on page 2.



# PROJECT EXECUTION CHECKLIST

Blank checklist begins on page 2.

X	ITEM	DATE DUE	STATUS
X	Project Execution Plan	00/00/0000	Complete
	Project Execution Strategy Plan	00/00/0000	In Progress
	Scope Creep Management Plan	00/00/0000	Not Started
	Risk Assessment / Analysis	00/00/0000	Overdue
	Risk Reporting Structure	00/00/0000	On Hold
X	Risk Management Plan	00/00/0000	Complete
	SMART Goals Developed	00/00/0000	Needs Review
	Benchmarks for Deliverables	00/00/0000	
	Preliminary Project Resources Acquired	00/00/0000	
	Procurement Structure	00/00/0000	
	Risk Contingency (20%) Budgeted	00/00/0000	
	Lessons Learned	00/00/0000	
	Retrospective Time Scheduled	00/00/0000	
	Stakeholder Communication Plan	00/00/0000	
	Team Communication Plan & Schedule	00/00/0000	



## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.