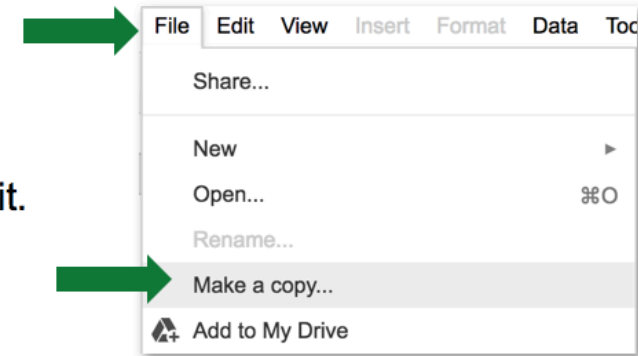


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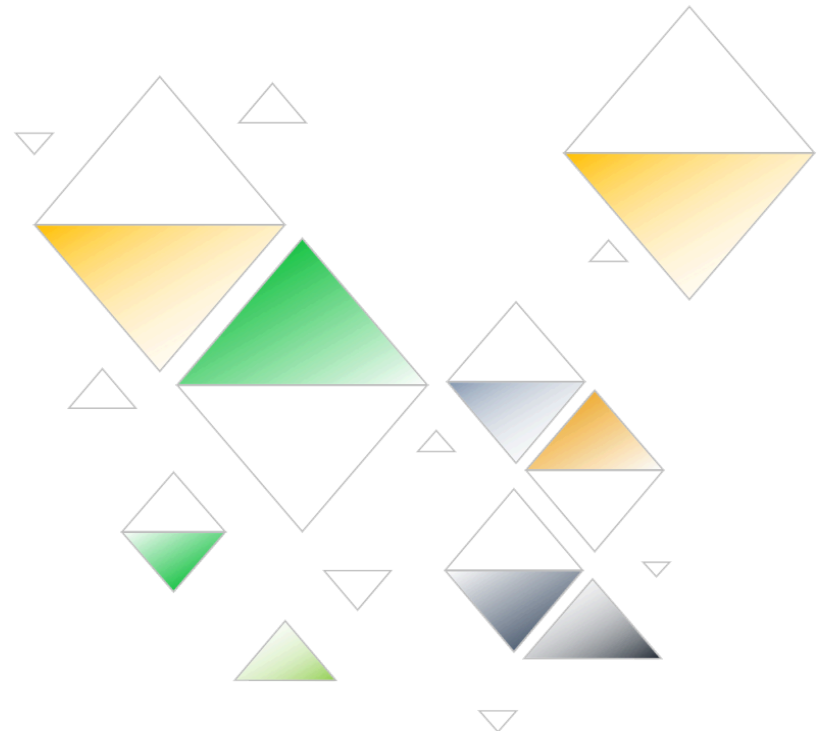
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## PROJECT MANAGEMENT CHECKLIST EXAMPLE

Example begins on page 2.



# PROJECT MANAGEMENT CHECKLIST EXAMPLE

PROJECT NAME				PROJECT MANAGER	
PROJECT DELIVERABLE					
SCOPE STATEMENT					
START DATE	00/00/0000	END DATE	00/00/0000	OVERALL PROGRESS	0%

TASK COMPLETE?	TASK DESCRIPTION	START DATE	END DATE	DURATION in days	STATUS
No	PROJECT RESEARCH	01/03	01/24	22	In Progress
Yes	Sub Task 1				Complete
No	Sub Task 2				Not Started
No	ASSEMBLE TEAM	01/17	01/24	8	Overdue
No	Sub Task 1				On Hold
	Sub Task 2				Needs Review
	DEFINE SCOPE AND GOALS	01/05	01/12	8	Approved
	Sub Task 1				
	Sub Task 2				
	ESTIMATE BUDGET	01/07	02/01	26	
	Sub Task 1				
	Sub Task 2				
	ESTIMATE SCHEDULE	01/07	02/01	26	
	Sub Task 1				
	Sub Task 2				

TASK COMPLETE?	TASK DESCRIPTION	START DATE	END DATE	DURATION in days	STATUS
No	WORK BREAKDOWN STRUCTURE	01/07	02/01	26	In Progress
No	Sub Task 1				Not Started
Yes	Sub Task 2				Complete
	FINALIZE PROJECT PLAN	01/24	02/01	9	
	Sub Task 1				
	Sub Task 2				
	DEFINE SUCCESS MEASUREMENTS	01/24	02/01	9	
	Sub Task 1				
	Sub Task 2				
	RISK MANAGEMENT	01/24	06/14	142	
	Sub Task 1				
	Sub Task 2				
	CREATE PROJECT DASHBOARDS	02/01	02/08	8	
	Sub Task 1				
	Sub Task 2				
	EXECUTE AND MONITOR PROGRESS	02/01	06/14	134	
	Sub Task 1				
	Sub Task 2				
	COMPLETE AND CLOSE OUT	06/14	07/01	18	

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