

Project management checklist template

Project Initiation	Yes	No
Define project objectives and goals	☐	☐
Identify and engage key stakeholders.	☐	☐
Develop a project charter.	☐	☐
Conduct a feasibility study.	☐	☐
Secure project funding and resources	☐	☐
Define the project scope, including what's included and what's not.	☐	☐
Identify high-level risks and initial risk management strategies	☐	☐
Create a preliminary project schedule	☐	☐
Assign a project manager or leader	☐	☐
Figure out project management org structure	☐	☐
Project Planning	Yes	No
Develop a detailed project plan with tasks and dependencies.	☐	☐
Create a work breakdown structure (WBS)	☐	☐
Allocate resources, including personnel, budget, and materials	☐	☐
Develop a project schedule with milestones and deadlines	☐	☐
Define roles and responsibilities within the project team	☐	☐
Establish a communication plan, including frequency and channels	☐	☐
Identify and assess project risks and develop a risk management plan	☐	☐
Develop a quality management plan with standards and criteria.	☐	☐
Obtain necessary approvals for the project plan.	☐	☐

Project Execution	Yes	No
Begin executing project tasks according to the project plan	☐	☐
Assign tasks to team members and provide necessary resources	☐	☐
Hold regular team meetings to discuss progress and issues	☐	☐
Implement the quality standards and processes	☐	☐
Monitor and control changes to the project scope	☐	☐
Manage stakeholder expectations through effective communication	☐	☐
Ensure project documentation is up to date	☐	☐
Monitoring and Controlling	Yes	No
Continuously track project progress against the plan	☐	☐
Measure project performance using key performance indicators (KPIs)	☐	☐
Identify and address deviations from the project plan	☐	☐
Manage risks by implementing the risk management plan	☐	☐
Maintain open and transparent communication with stakeholders	☐	☐
Document and assess changes to the project scope	☐	☐
Conduct regular project status meetings and updates	☐	☐
Review and approve project deliverables	☐	☐
Project Closing	Yes	No
Complete all project deliverables and tasks	☐	☐
Verify that all project requirements and objectives have been met	☐	☐
Obtain formal acceptance and sign-off from stakeholders	☐	☐
Release project resources and personnel	☐	☐

Conduct a project review to assess lessons learned	☐	☐
Prepare and distribute project documentation and reports	☐	☐
Officially close the project and archive the project record	☐	☐
Communication and Reporting	Yes	No
Establish regular communication with the project team	☐	☐
Maintain open and transparent communication with stakeholders	☐	☐
Provide status updates and reports as scheduled	☐	☐
Address and document issues and changes promptly	☐	☐
Ensure all team members and stakeholders have access to relevant information	☐	☐
Risk Management	Yes	No
Regularly assess and update the risk register	☐	☐
Implement risk mitigation strategies as needed	☐	☐
Monitor for new risks that may arise during the project	☐	☐
Communicate risk status to stakeholders	☐	☐
Quality Assurance	Yes	No
Ensure that quality standards and criteria are met	☐	☐
Conduct quality reviews and inspections as scheduled	☐	☐
Address and document any quality issues	☐	☐