

# Project Management Checklist

FOR  
**DUMMIES**<sup>®</sup>  
A Wiley Brand

## 1. WHAT'S THE PURPOSE OF YOUR PROJECT?

What situation(s) led to your project? Who had the original idea? Who else hopes to benefit from it? What would happen if your project weren't done?

## 2. WHOM DO YOU NEED TO INVOLVE?

Drivers: people looking for your project's results

Supporters: people who can help your project succeed

Observers: people interested in your project

## 3. WHAT RESULTS WILL YOU PRODUCE?

Specify all expected results. Clearly describe each product, service, or impact. Include measurable outcomes and performance targets.

## 4. WHAT CONSTRAINTS MUST YOU SATISFY?

Limitations: restrictions from people outside your project team

Needs: restrictions that you and your project's team members establish.

## 5. WHAT ASSUMPTIONS ARE YOU MAKING?

Document all assumptions. Update your plans whenever assumptions change.

## 6. WHAT WORK HAS TO BE DONE?

The work itself: processes and steps each activity entails

Inputs: all people, facilities, equipment, supplies, raw materials, funds, info necessary to perform each activity.

Interdependencies and relationships: activities that must be completed before the next can begin; activities that can start after the current one is completed.

Duration: the number of work periods required for each activity.

## 7. WHEN DOES EACH ACTIVITY START AND END?

Develop a detailed schedule with clearly defined activities and frequent intermediate milestones.

## 8. WHO WILL PERFORM THE PROJECT WORK?

Names, position descriptions or titles, skills and knowledge required for the assignment; Level of effort each person needs to invest; The exact time when people will do their work.

## 9. WHAT OTHER RESOURCES DO YOU NEED?

Equipment, facilities, services, supplies, funds

## 10. WHAT CAN GO WRONG?

Identify parts of the project that may not go according to plan. Decide which risks pose the greatest dangers to your project's success; put in place plans to minimize possible negative effects.

For more useful information on managing your projects we recommend

*Project Management For Dummies*

([www.dummies.com/buy/9781118497234](http://www.dummies.com/buy/9781118497234))

and *Project Management Checklists For Dummies*

([www.dummies.com/buy/9781118931431](http://www.dummies.com/buy/9781118931431))

