Project Checklist

A simple end-to-end task list to plan, run and finish any project with confidence.

Define the Project

- [ ] Write a one-sentence statement of the project goal
- [ ] List the key deliverables the project must produce
- [ ] Set what is in scope and clearly note what is out
  A short out-of-scope list prevents creep later.
- [ ] Name the project sponsor and the main point of contact
- [ ] Agree on how you will measure success

Plan the Work

- [ ] Break the project into clear, manageable tasks
- [ ] Put the tasks in a logical order and note dependencies
- [ ] Estimate the time each task will take
- [ ] Set a realistic start and finish date for each task
- [ ] Identify any tools, materials, or budget you will need

Assign Roles and Resources

- [ ] Give every task a single accountable owner
- [ ] Confirm each person has the time and access to deliver
- [ ] Book any rooms, tools, or services in advance
- [ ] Share the plan so the whole team knows their part
  One shared document avoids version confusion.
- [ ] Set a regular check-in time to review progress

Run and Track Progress

- [ ] Start the highest-priority tasks first
- [ ] Update task status as work is completed
- [ ] Flag blockers early and decide who will clear them
- [ ] Track time and spending against the plan
- [ ] Keep stakeholders informed with a short status update
  A weekly one-paragraph update is usually enough.

Review and Adjust

- [ ] Compare actual progress against the original timeline
- [ ] Re-prioritize tasks if deadlines or scope change
- [ ] Confirm quality before marking any deliverable done
- [ ] Document any changes and tell the people affected
- [ ] Adjust the budget or schedule if estimates were off

Finish and Close Out

- [ ] Confirm every deliverable is complete and approved
- [ ] Get final sign-off from the sponsor or client
- [ ] Hand over files, access, and documentation
- [ ] Note what went well and what to improve next time
  A short lessons-learned list saves the next project.
- [ ] Thank the team and formally close the project