

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